Iowa Department of Transportation

SIIMS

Structure Inventory and Inspection Management System

SIIMS Manager Manual

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Introduction to SIIMS:

SIIMS is an easy to use software package design to assist management with a wide variety of administrative and asset management tasks. The layout and user interface of SIIMS Manager Site was designed similar to the Collector site and your login credentials (Iowa's Enterprise A&A) are the same for entering both sites. SIIMS Manager is a portal for querying data, running typical reports, updating asset information, viewing completed inspection reports, analyzing data in graphs and charts, and many other administrative actions which can significantly aid in asset management.

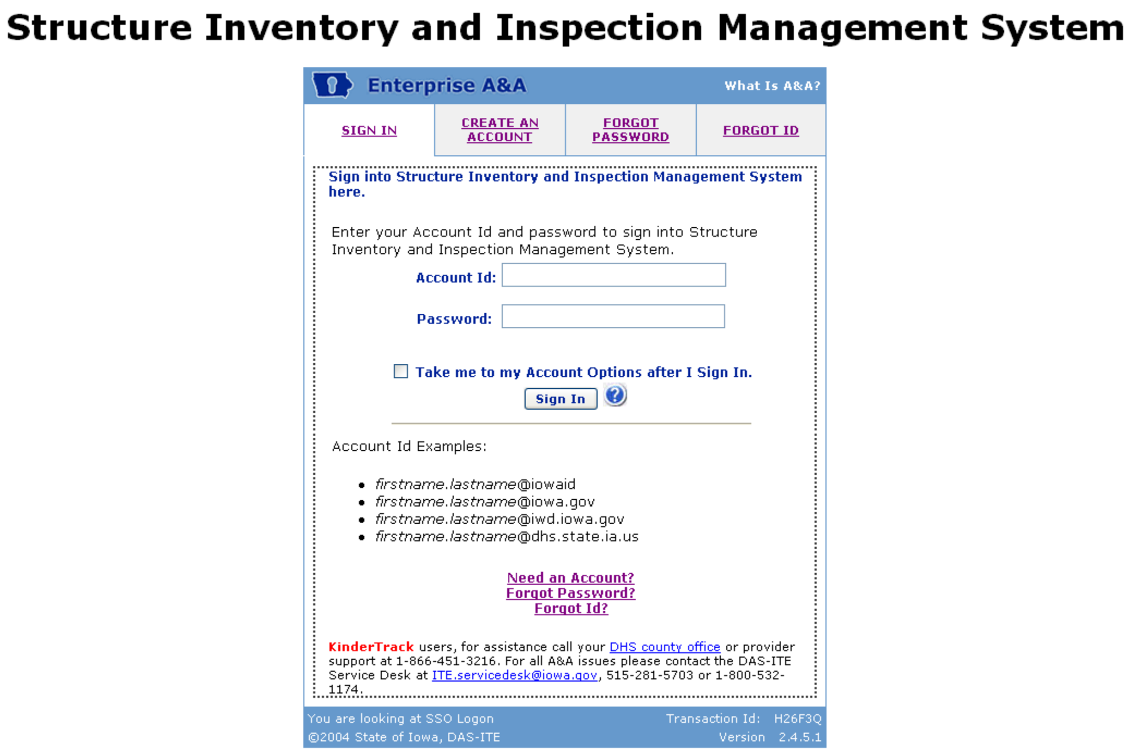
Requirements for SIIMS Manager:

- Screen resolution of at least 1024 x 768 (1280 x 960 is preferred).
- A computer system with at least a 1 GHz processor with 1 GB of RAM for optimal performance.
- Internet Explorer 6.0.
- Adobe Acrobat Reader 6.0 or higher.
- For the Laptop version you will need 10 Gigabytes of free disk space. This is required for the application and basic data associated with the bridges. Since the system will be storing all of the pictures and attachments related to the bridges, additional space may be required depending on the number of inspections and amount of pictures.

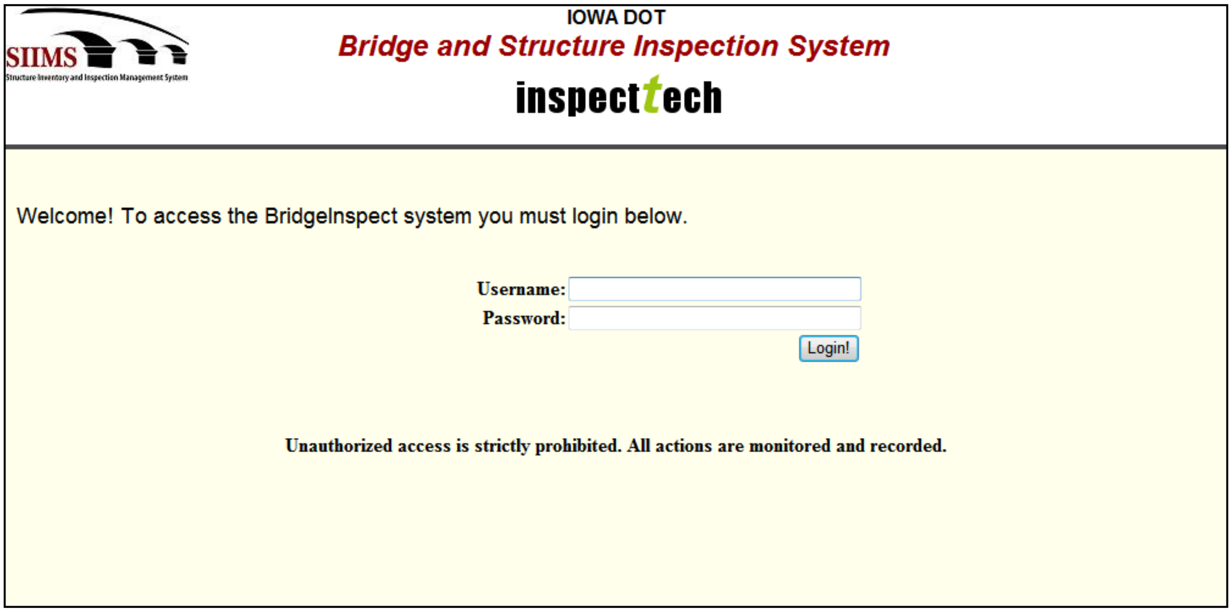
How to Log into the SIIMS Manager Website:

1. To log into the SIIMS website open your internet browser and type http://siims.iowadot.gov. This will generate a page which will have links to the Inspection and Manager module. Additionally, there are forms present to complete an account setup. Click on the Manager Web Site button to proceed.

   - SIIMS integrates with Iowa's Enterprise A&A system as users will be directed to the Iowa A&A login screen. When you enter your credentials you will automatically log into the SIIMS program.



2. If you have invalid A&A credentials or they have not been linked to your SIIMS account you may be presented with a SIIMS login screen. Here is a screenshot of the SIIMS Manager Login Page. You may also use this login screen when entering the SIIMS laptop version.



3. Once the page is uploaded you can create an icon on your desktop (a shortcut to the SIIMS Manager website) so it will take you directly to the login page with a single click. To create a shortcut icon follow these steps.

   - Right click anywhere on the Login Page.
   - From the options listed, select “Create Shortcut” and click “OK”.

4. To enter into the SIIMS Manager Site enter your “Username” and “Password” into the appropriate box and click “Login”. If successful, this will take you to the Manager main page.

   - If for some reason there is an error with your username or password, a message will appear in red at the top-left hand corner saying “Username/password failed!” If this happens try it again to see if it was a typing error, if not, contact your administrator to see if you have the correct login credentials.
   - Please note that if an inspector forgets their login information that they must contact a system administrator to get the password reset.

Manager Main Page:

Once you have successfully logged into the website you will be greeted by the Manager Main page. The Main page is exceptionally important for navigation purposes and is the central point for the Manager site. The Main page has several interactive features which provide the user with navigating abilities to quickly find any asset, report, or specific page within the site. Highlighted below are several important features available on the Main page.

The upper left hand corner contains the SIIMS logo and this acts a navigation tool that will transfer you back to the Main Page from any point in the software. Directly below the seal is the navigation menu, which is highlighted in yellow. Each particular tab is used to transfer you into the different areas of the software. Throughout the course of this manual these tabs will be mentioned and discussed more thoroughly. The next two sections are located below the navigation menu and they are labeled “Most Recent Bridges Accessed” and “Most Recent Inspection Reports Submitted”. Both of these sections are available to save time and effort searching for the most recently accessed structures or submitted reports. Simply selecting the hyperlinked text will direct you to the Asset Detail Page. The large picture that is visible is an asset cover photo. The software randomly chooses one from the software and displays it for visual purposes. You may access this asset by selecting the photo or the hyperlinked text below it. The section highlighted in green is the Quick Select. This allows you to search and retrieve any asset that exists in the software. For this feature you don't need to know the asset's full name, rather any part of the name will suffice. Begin typing the name into the box and a list of 20 assets will appear using alphanumeric matching. The last section of the Main page is the Date and Message Alert. This shows if you have any unviewed messages. Click “view” to be transferred to the message board.

Asset Detail Page:

The Asset Detail Page is a one stop location which contains all information on a particular asset. This page can be generated multiple ways including the hyperlinked text on the Main page, by clicking on the picture on the Main Page, or by selecting an asset through one of the search functions. The Asset Detail Page provides all available information pertaining to the assets including; asset name, parent asset, bridge ID, FHWA Number, asset type and any specific fields designated to a particular type of asset. The Asset Detail Page also provides access to central database values, past inspection reports, all pictures associated with the asset and the ability to view it in an interactive map.

- This is a screenshot of a typical Asset Detail Page for a county bridge.

DELAWARE: COFFINS GROVE-023021

Parent Asset: DELAWARE
Bridge ID: COFFINS GROVE-023021
FHWA Number: 023021
Asset Type: Bridge
NBI 008 Structure No.: 23021
NBI 006 Features Crossed: OVER CC RR
NBI 007 Facility Carried: IA 947 145 AVE
NBI 16: Latitude: 42.48111493
NBI 17: Longitude: -91.51948227

View Structure on Map
Edit Central Database Values
View Central Database Values Report
View Audit History Report
Manage Security for this Asset

Inspection Reports

Inspection Date	Inspection Type	Inspectors	Description	View Report	View PDF
04/21/2010	Regular	Davis, Craig	Approved on 5/7/2010		
05/01/2008			Approved		

File: 23021S.jpg
Date: 4/21/2010
Originally attached as part of 4/21/2010 report

File: 23021P.jpg
Date: 4/21/2010
Originally attached as part of 4/21/2010 report

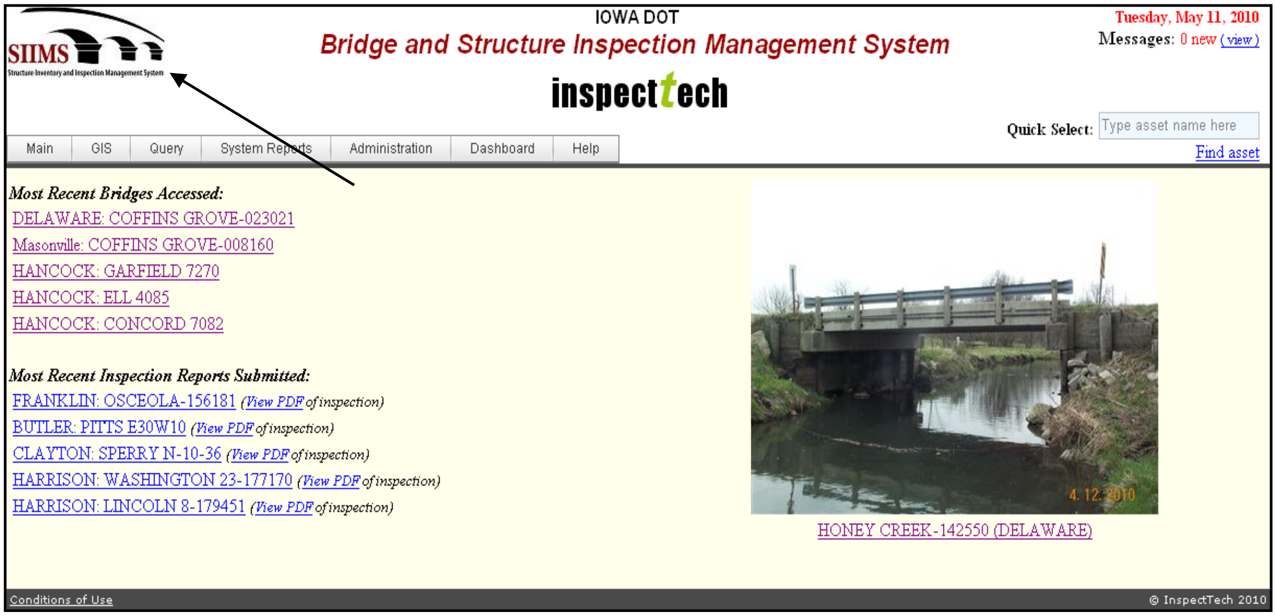
File: 23021P1.jpg
Date: 4/21/2010
Originally attached as part of 4/21/2010 report

How to Logout Securely:

1. The software does not have an auto logout feature, which means you must manually logout of the system every time you leave the site. This is a security precaution and should be preformed when not actively using the software. The logout is found under the "Main" tab and is shown below in a screenshot.

How to Navigate Back to the Main Page:

1. There are two ways to return to the Main Page at any given point within the SIIMS Manager site. The simplest way, which was discussed in the Main Page section, is by clicking on the SIIMS logo at the top of any page. This will immediately transfer you directly to the SIIMS Manager main page.



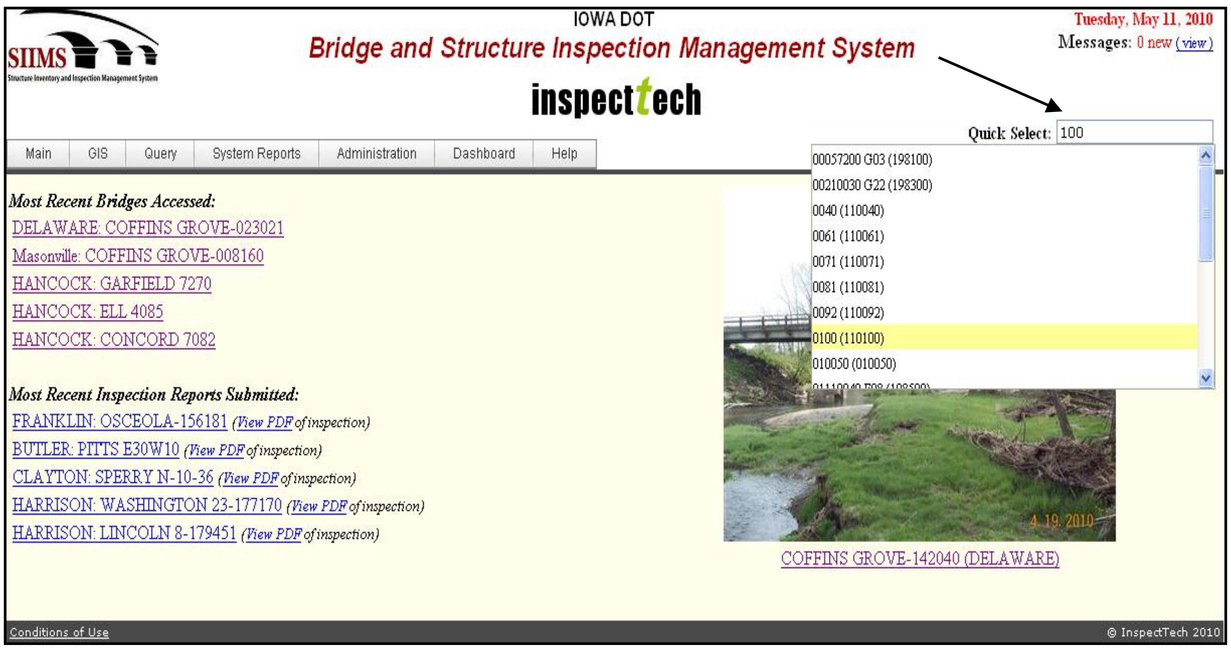
2. The second way to return to the Main page is by using the Main tab located on the navigation menu bar. Go to the "Main" tab and click on the sub-tab "Main Page". Here is a screenshot displaying this process.

How to Use the Quick Select:

1. The "Quick Select" textbox is located at the top right hand corner of the Main Page. Quick Select is designed for you to find the asset you are looking for without having to filter or drill down. This can save time and effort when trying to find an asset which you only have limited information on. The Quick Select tool uses alphanumeric text to bring back up to twenty assets that match what has been entered. Note: You do not have to know the entire asset name, but only part of it. Simply type in what you know about the asset and find it from the returned results.

2. Begin typing in the text box the portion of the asset name you know. For example, suppose the asset you are searching for contains "100" in its name. Type 100 into the box and the first 20 assets which have 100 in their name or asset code will appear in the drop down box. Note: There may not be 20 assets that match the criteria.

   - This is what the "Quick Select" should look like when you are searching for a particular asset. Notice the returned results show the asset name and the asset code in parenthesis. Notice the asset you are currently on is highlighted in yellow.



3. You can navigate the drop down box by placing your mouse in the box and scrolling or by using the arrows on your keyboard. You can add more information into the Quick Select and it will narrow your choices down even further.

4. When you locate the correct asset simply click on it with your mouse or hit the enter key to open the asset detail page.

How to "Find" an Asset Using the Tree Search:

1. Located under the "Quick Select" is a searching tool labeled "Find Asset". This link provides the user with a tree search to find any asset within the system quickly and easily. The tree search is dynamically structured starting with the authority of the asset; either a city, county or state district. Then the tree search cascades down into each individual city, county or district. Under each city, county or district is a listing on all assets which the user can scroll through until they find the correct one.

2. To begin navigating through the tree search click on the "Find Asset" button and then click on the symbol next to the city, county or state where the asset is located. Then scroll through and locate the proper location. This will expand to show all assets located within that city, county or district.

3. From this point you can scroll through the list of assets to find the desired one.

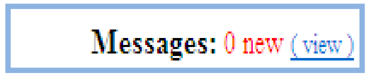
   - Here is a screenshot demonstrating this process. For this example we are searching for an asset located in District 5.

How to Check Your Messages:

1. Located at the very top of the Main page in the right hand corner you will find a messages section. This will tell you how many messages are new and will have the word (view) in parenthesis.

2. In order to view your messages, simply click on the word view. This will direct you to a page that has new “read” and “unread” messages.

   - Here is what the Message Section looks like.



How to Navigate to SIIMS Collector:

1. There is a link that directly connects the SIIMS Manager site to the Collector site. Go to the navigation menu on the Main page and select the Main tab.

2. From the drop down options choose “Main Collector Page”. This will take you directly to the SIIMS Collector Login page. Note: You must re-enter your username and password to enter the Collector site.

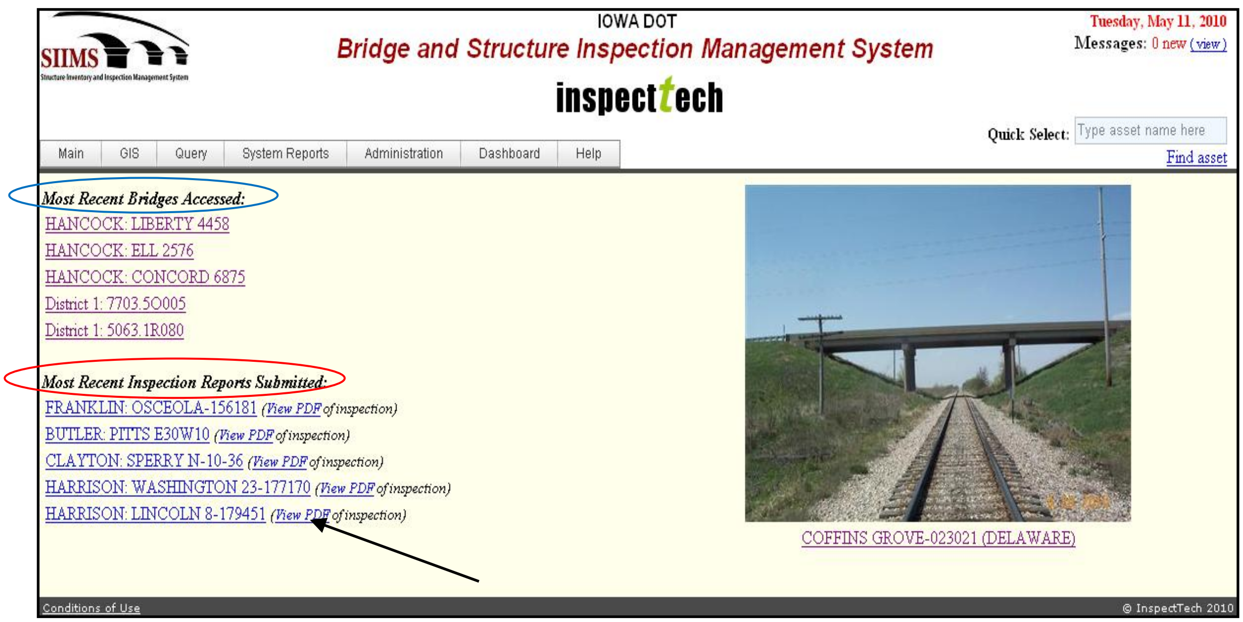
   - Here is a screenshot showing this process.

How to View the "Most Recent Bridges Accessed" and the "Most Recent Inspection Reports Submitted":

1. SIIMS Manager has a time saving feature which allows a user to go directly back to structures they have recently accessed. This feature can also pull up the most recent reports submitted. This greatly eliminates the need to search for the same assets over and over again in a short period of time (basically a shortcut).

2. In the middle section of the Manager Main page is where these sections can be found. Note: They were highlighted earlier in the document. They are divided appropriately and link the user to either the asset detail page, which is for the "Most Recent Bridges Accessed" or the actual report for the "Most Recent Inspection Reports Submitted". The user is able to view the PDF of the inspection by clicking on the "view PDF" which is highlighted in blue next to the asset's name. Each section will show the 5 most recent structures.

   - The screenshot displays the location of these links and the arrow points to the "View PDF" option which allows the user to open and view the submitted report.



How to View the Location of all Assets within a City, County or District (GIS):

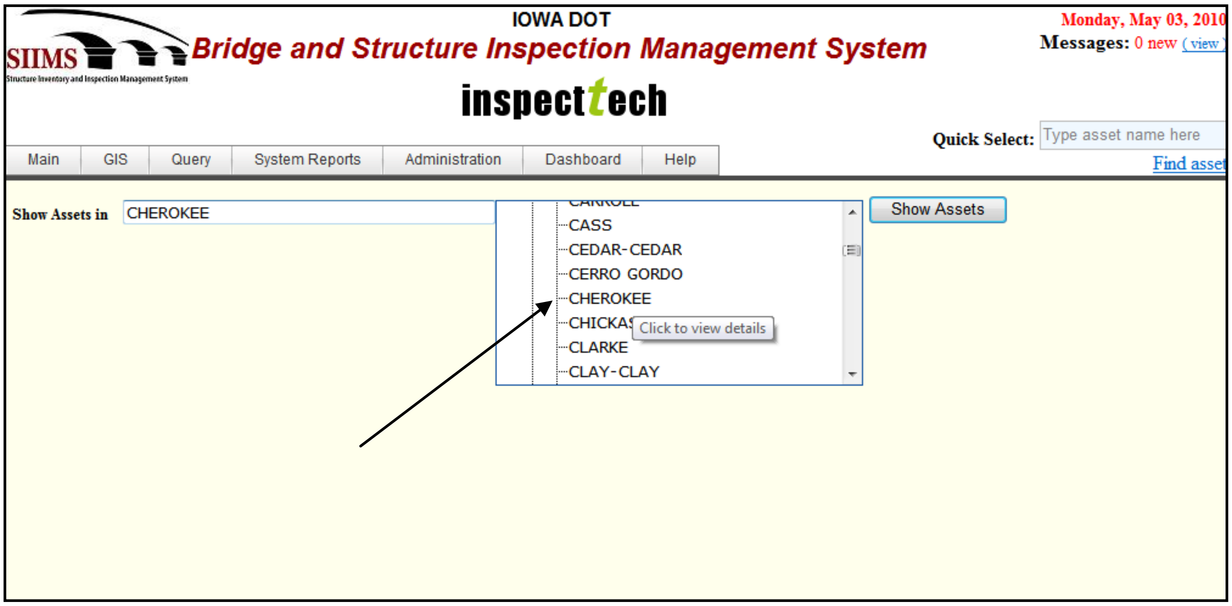
1. Begin by clicking on the "GIS" tab on the Main page navigation menu. Then click on the "Main Map" option. This will open a new page where you will be able to use a filter to view assets in a particular city, county or district.

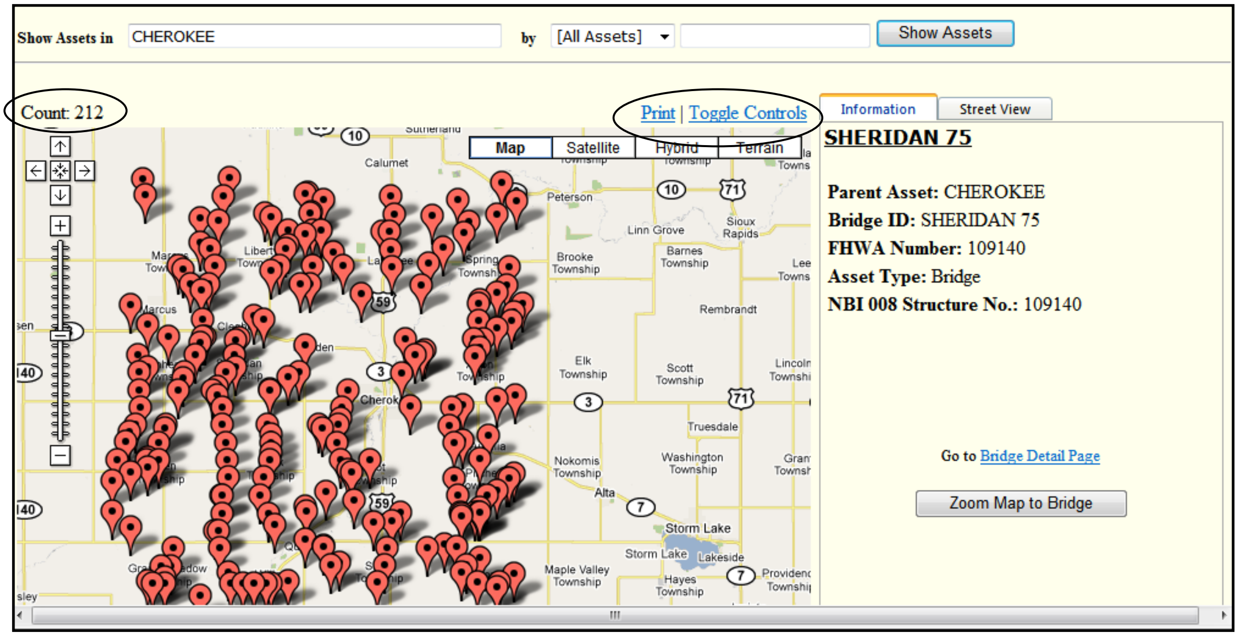
2. To view the assets under your authority, click inside the "Show Assets In" box and use the tree search to drill down to the correct city, county or district. Click "Show Assets" to generate the interactive map. Note: This will return all types of assets in that city, county or district. However, you are able to narrow your search down further using the filter function.

3. To narrow the results start by selecting the textbox labeled "by". This will provide a list of criteria which you can use to limit the assets returned. Then inside the last textbox type in the criteria to limit the search. This will only return assets on the map which meets the criteria entered. Click "Show Assets" to generate the map.

    - Note: Entering criteria into the GIS is not a necessary step; however, there is a limit to the number of assets the GIS will return. Therefore, in some instances you will have to narrow your search to view assets on the map.

    - Here is a screenshot of the GIS search screen. For this example we want to view all assets located in Cherokee County. The second screenshot is of the interactive map which was generated by this particular search.





4. Notice that every asset in Cherokee County is marked by a red pin on the map and the number of bridges returned is given in the top left hand corner. You are able to zoom into and out of the map to get the best view using the scale on the left hand side of the page. You also have the ability to view the map in four distinct ways: map view, satellite view, terrain view or the hybrid view. When you place your mouse over a single pin (bridge) and click its information will generate on the right hand side of the page. This information section is broken down into two tabs. The first tab automatically opens when a bridge is selected and it contains general information about the bridge as well as a link to the bridge's Detail Page. A button will also be given, which will focus the map solely on that bridge. The second tab is labeled "Street View" and allows the user to view the bridge as if the inspector were driving across it in a vehicle. This feature also allows viewing from other streets as well, such as the ones that intersect and pass underneath the bridge.

   - Here is a screenshot of the map zoomed in closer using the scale on the left hand side of the map. Note: This is the same map as the one above, but it is in satellite view and zoomed in to focus on several roads.

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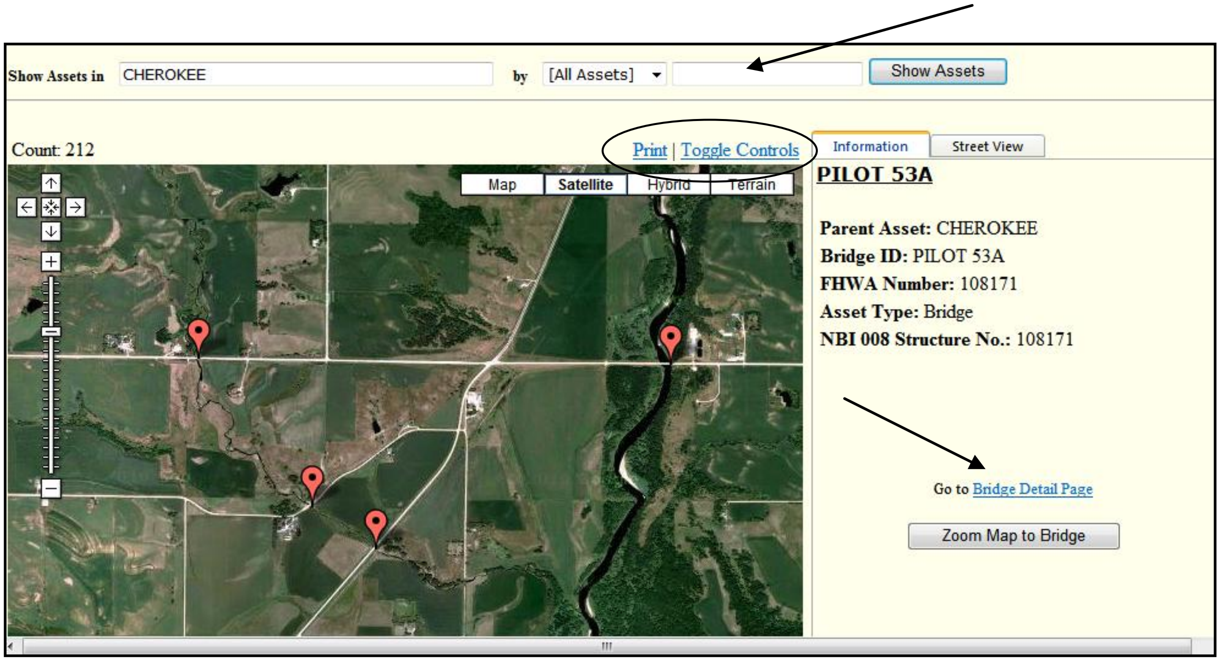
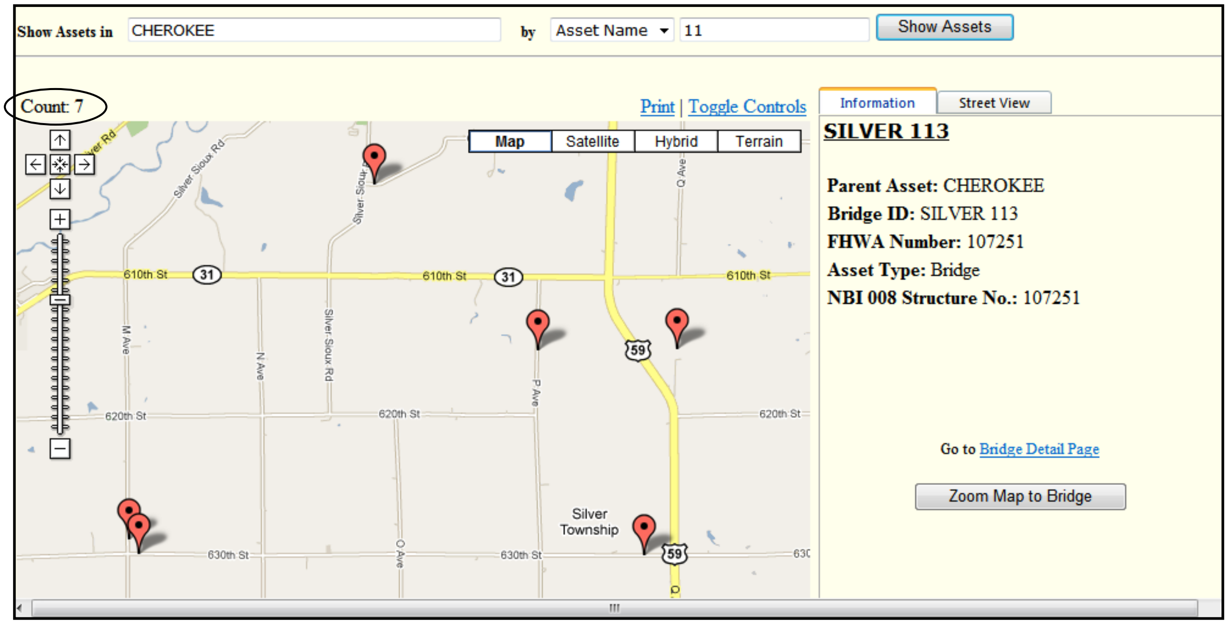


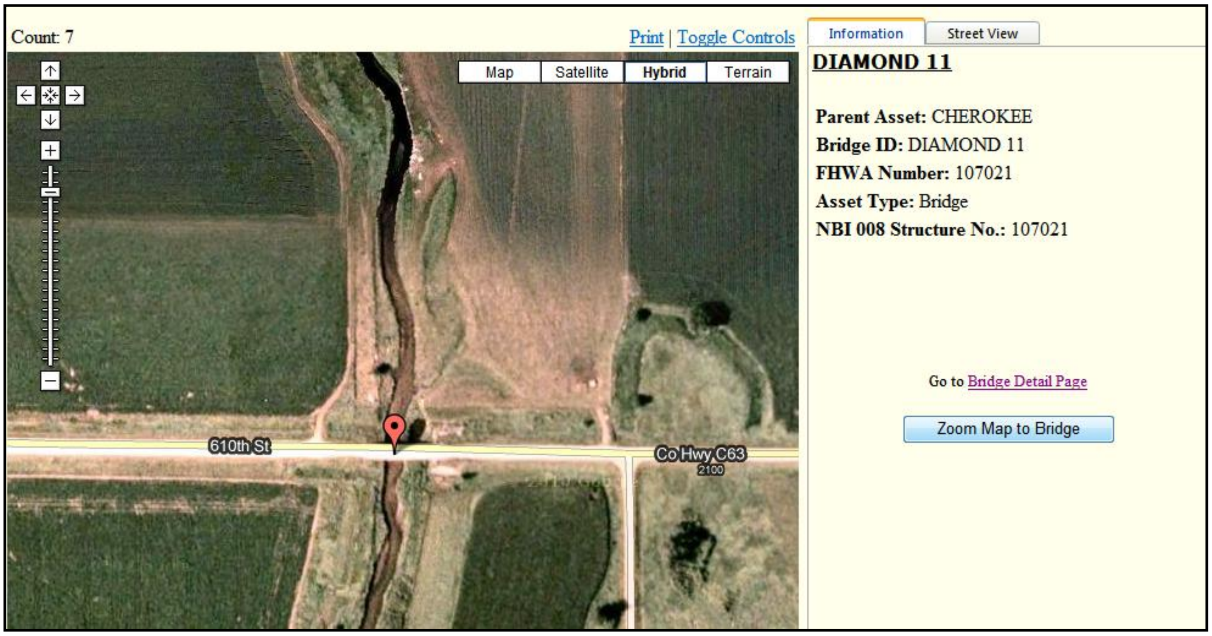
5. A user is able to print a map at any point when using InspectTech's GIS map. To print the map, click on the "Print" link at the top of the page right above the different views. This will generate a new page and will expand the picture. Choose the correct printer and print it.

6. If needed the user is able to narrow the results even more by using the blank box at the top of the search, which allows the users to enter in specific criteria. Now we will generate a map of Cherokee county, but it will only display the bridges which have the number "11" in their name. To do so, click the drop down box for "by" and choose "Asset Name". Then in the box next to it type "11" and click on "Show Assets". Now the map will only show those assets in Cherokee county which contain the number "11" in its name.

   - Here is a screenshot only showing bridges in Cherokee county which have "11" in its name. Notice the count now displays 7 and the map is zoomed in enough to see specific roads. This will allow inspectors to pinpoint the exact location of any bridge. Again, you can zoom the map closer to view every road and surrounding features more in-depth.



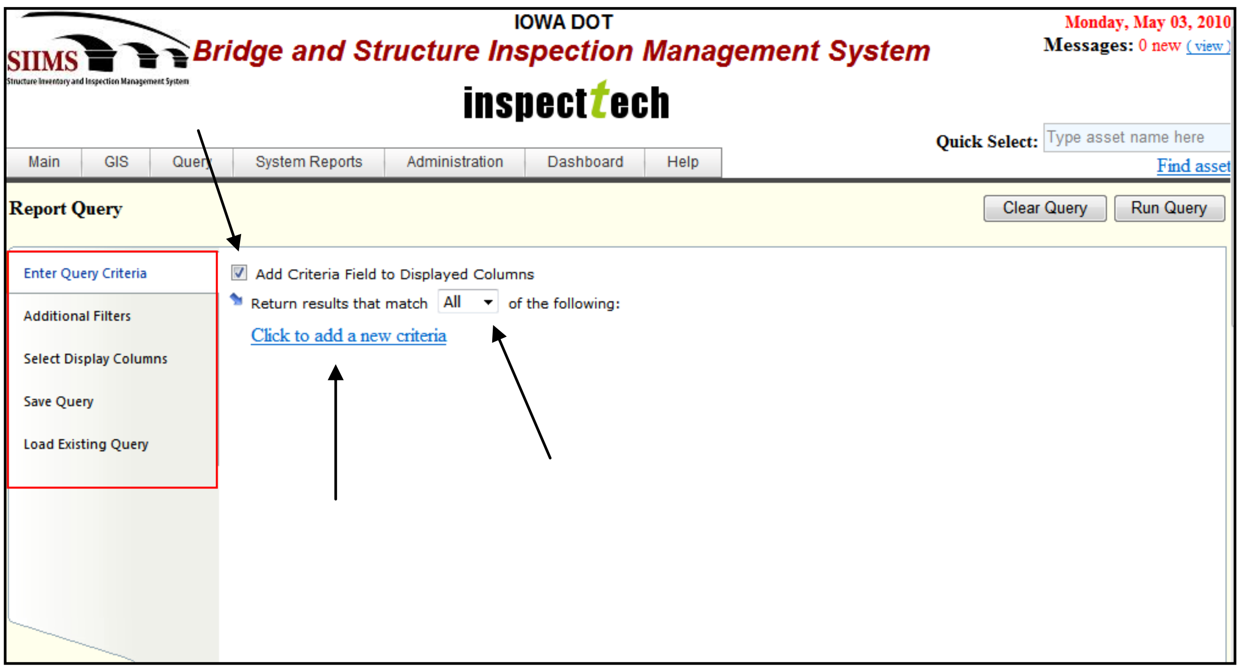
7. Overall the GIS map is a very effective and useful tool to locate any structure you manage. The ability to view and print customized maps using searching criteria is a powerful feature which can serve many purposes. Here is a screenshot of what happens when you click the "Zoom to Bridge" button on the bottom right hand corner. It focuses the map directly on the bridge to give you a clear look at the surroundings and exact location of the bridge.



How to Construct a Basic Query Report:

Start by selecting the "Query" tab which is located on the Main Page navigation menu. Scroll down and select "Construct Query Report" from the available choices. The page will generate and you will have several options from this point to begin the query. The first choice is a checkbox at the very top which asks "Add Criteria Field to Displayed Columns". The second option wants to know how to return the results, if it matches "ANY or ALL" the following. The last option is "Click to add new criteria". Notice the sub tabs along the left side of the screen. These are functions of the query and will be discussed more thoroughly in their own section. The purpose of the report query is to allow a user the ability to quickly search for information using any inspection or inventory field. For example, you want to know all bridges in your county which has a deck rating less than 4. You would be able to build a query and find all the bridges in just a few seconds. Or suppose you want a list of all deck ratings for each bridge throughout your county.

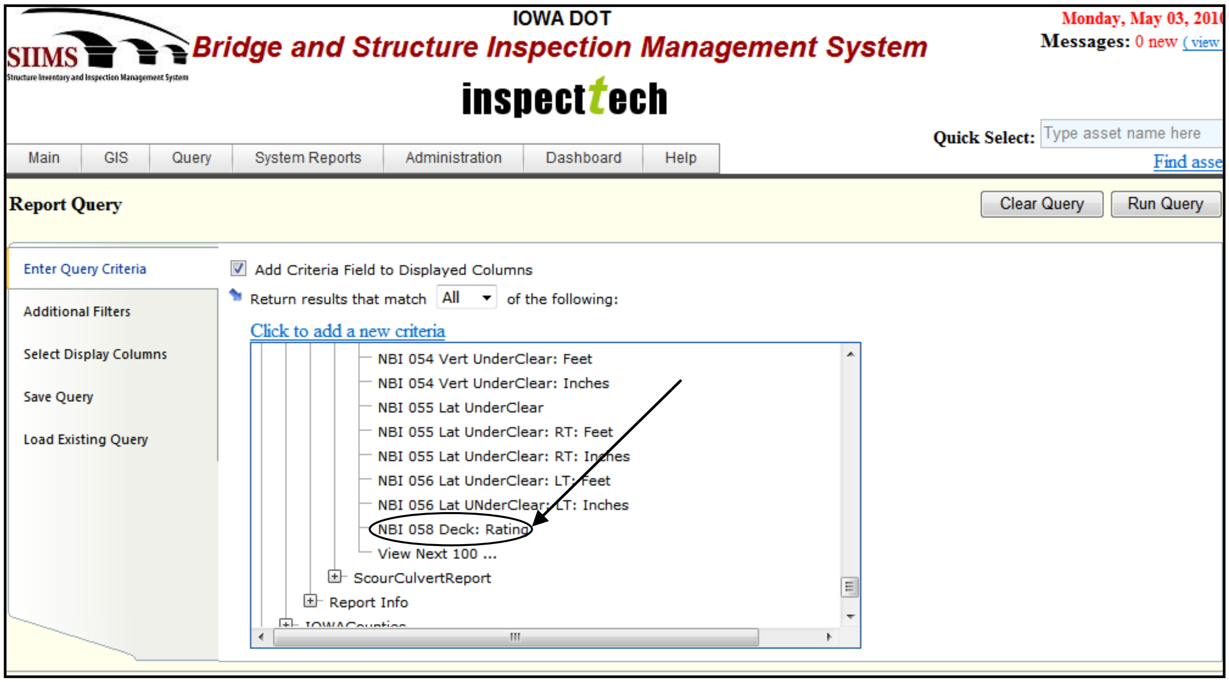
- Here is a screenshot displaying the starting point of the query page:

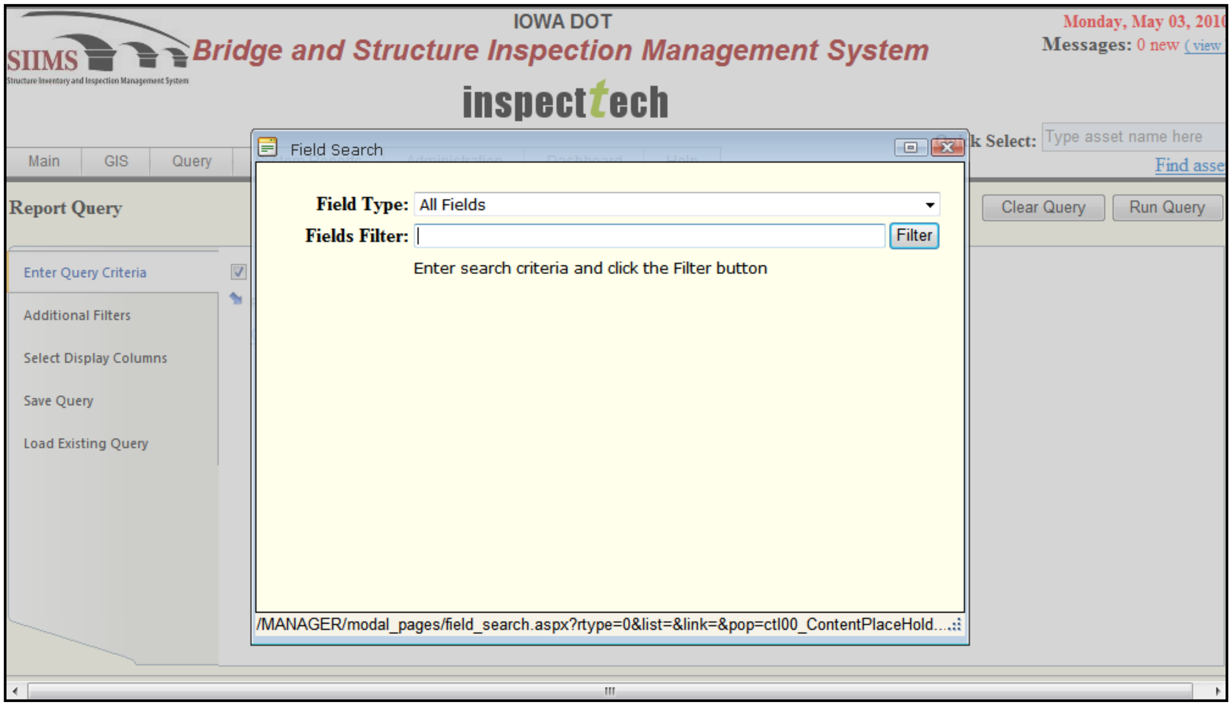


1. ***Enter Query Criteria***:

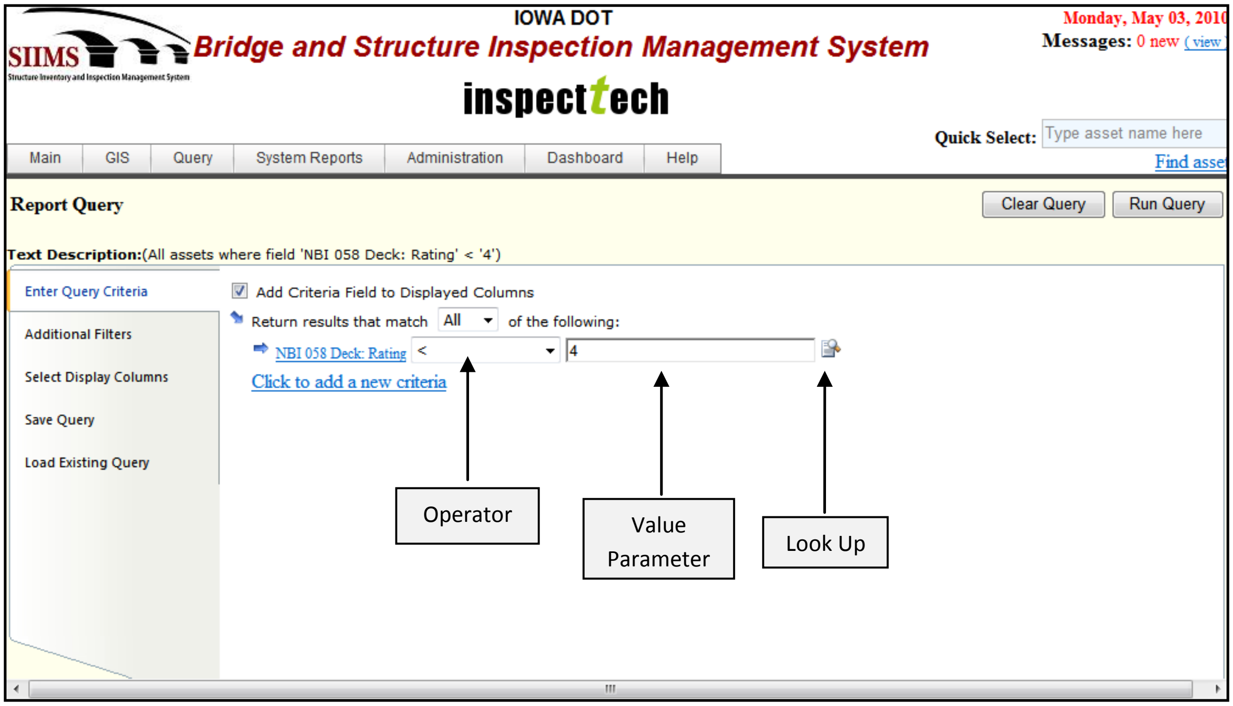
2. Click on the "Click to add new criteria" link to begin the query report. This will open up a section below and will provide a tree search with two ways to find the criteria field; Forms and Asset Fields.

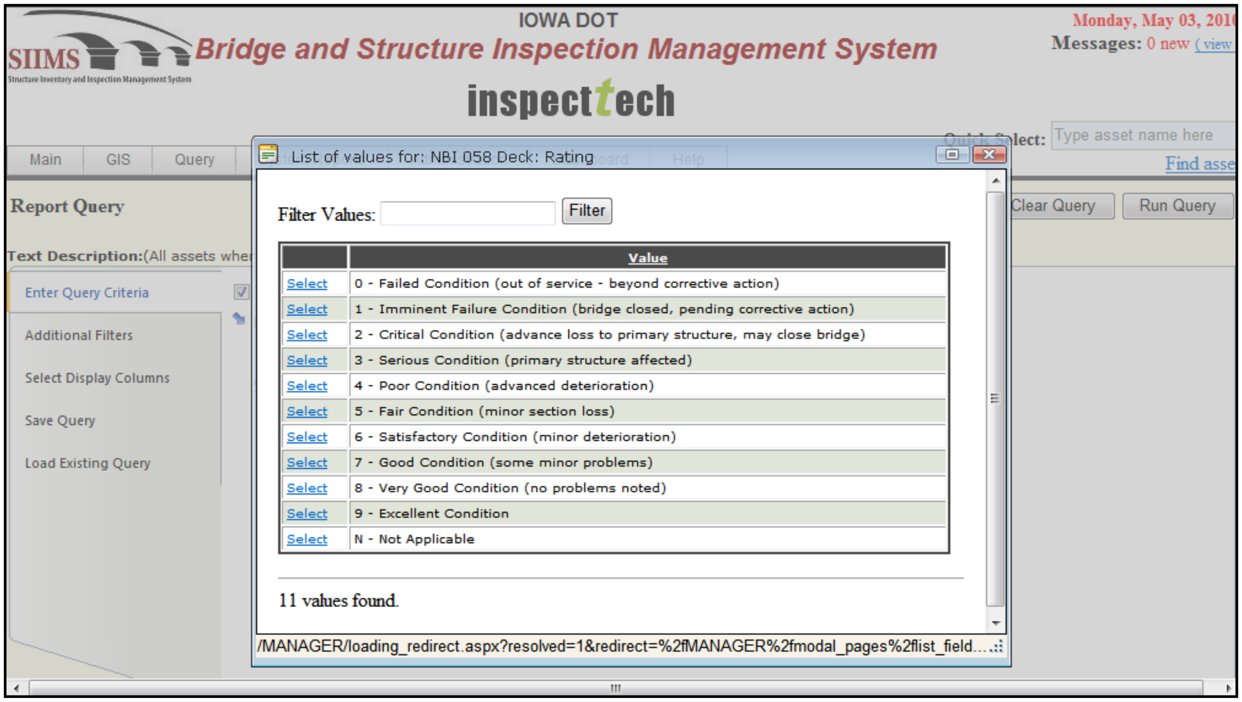
3. For this example we want to find the field "Deck Rating". Here is a screenshot to give you an idea of how to locate the field using the drill down method under "Forms". Note: There is a searching option which allows you to use a filter to find the desired field.





4. Once you have selected the appropriate field you must enter in the parameters for that field. First choose <, <=, >, >=, =, contains, or does not contain in the first text box. The <, >, = are useful for data in numeric format. While 'contain' and 'does not contain' are primarily used on text fields. Then enter the value parameter. If you do not know what this may be for a particular field, you can click on the icon directly to the right of the text box. This will generate a pop up which will describe what values can be entered into this box. For this example we want to query all bridges which have deck rating less than 4.



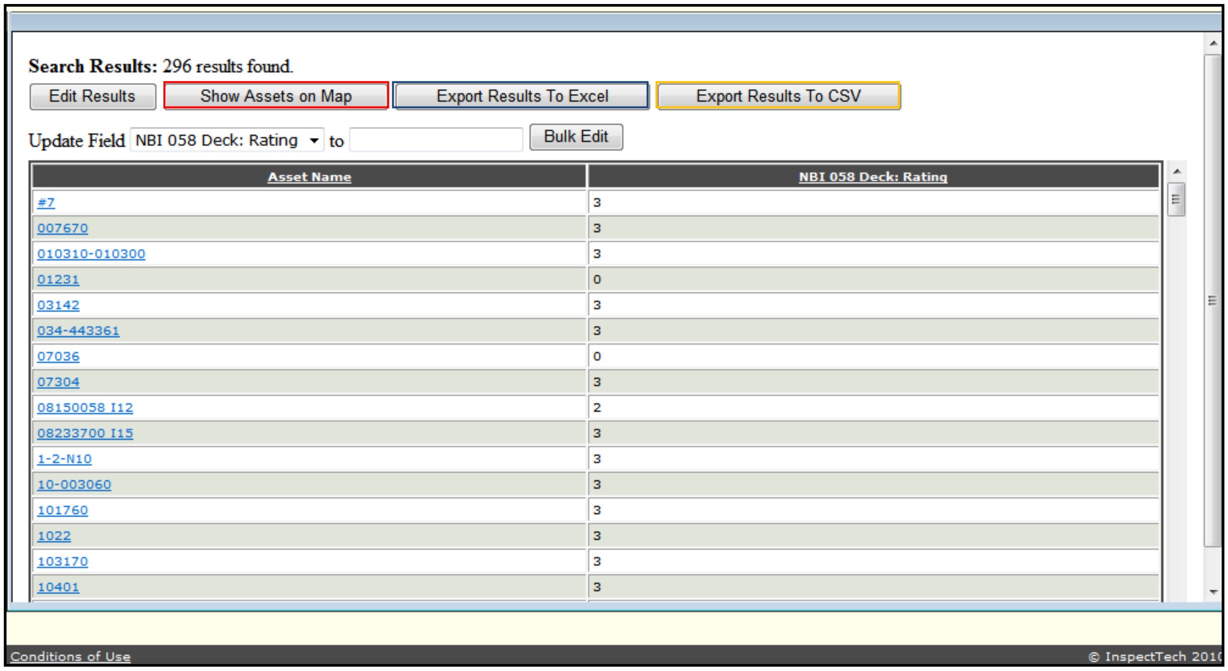


5. After the parameters are set. Click the "Run Query" button at the top right hand corner of the page. Once this button is clicked a loading symbol will appear as the query retrieves the results.

***NOTE: You may add unlimited number of parameters to your query by following the same exact process. This will be covered more in depth in its own section.

6. The query will generate the results and place them at the bottom of the page where they can be analyzed. Once the query has been run there are several things you can do with the results. You may view the assets on a map, export the results to Excel, or export the results to CSV. Users with appropriate permissions may also update field and “bulk edit” directly from the report. These options will also be discussed in their own section. Here is a screenshot showing how the results will be displayed.

***NOTE: You have the ability to save this query for future access.

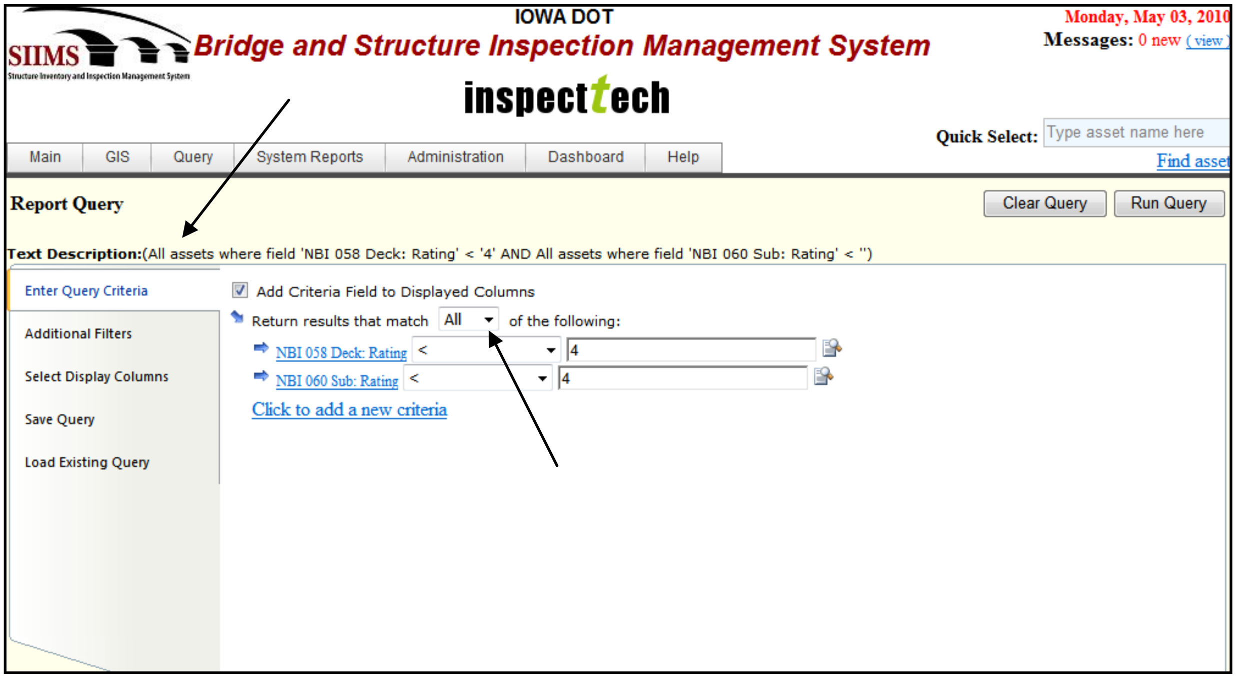


How to Construct a Multiple Criteria Report Query:

1. To construct a multiple criteria query report begin the same way as a basic report query and enter in your first parameter. Then click on the "Add new criteria" button to add a new criterion.

2. Use the same method as described in the previous section to enter the parameters. Do this process however many times necessary to add all the criteria to the query. It is important to make a distinction between if the query must meet "ALL" or just "ANY" of the criteria. This is done through the drop down box located above the "Add new criteria button".

3. For this example, we want to locate all bridges that contain a deck rating less than 4 and a substructure rating less than 4. Here is an example of what the criteria screen should look like. Notice: Above the criteria there is a "Text Description" section which writes out what the query is looking for so you can use this if you encounter any unexpected problems to decipher the criteria better. "All" criteria must be selected to meet both criteria.



4. The results page is also generated at the bottom of the screen and will give you the same options as a single criteria query report. You will see all bridges which meet "ALL" criteria.

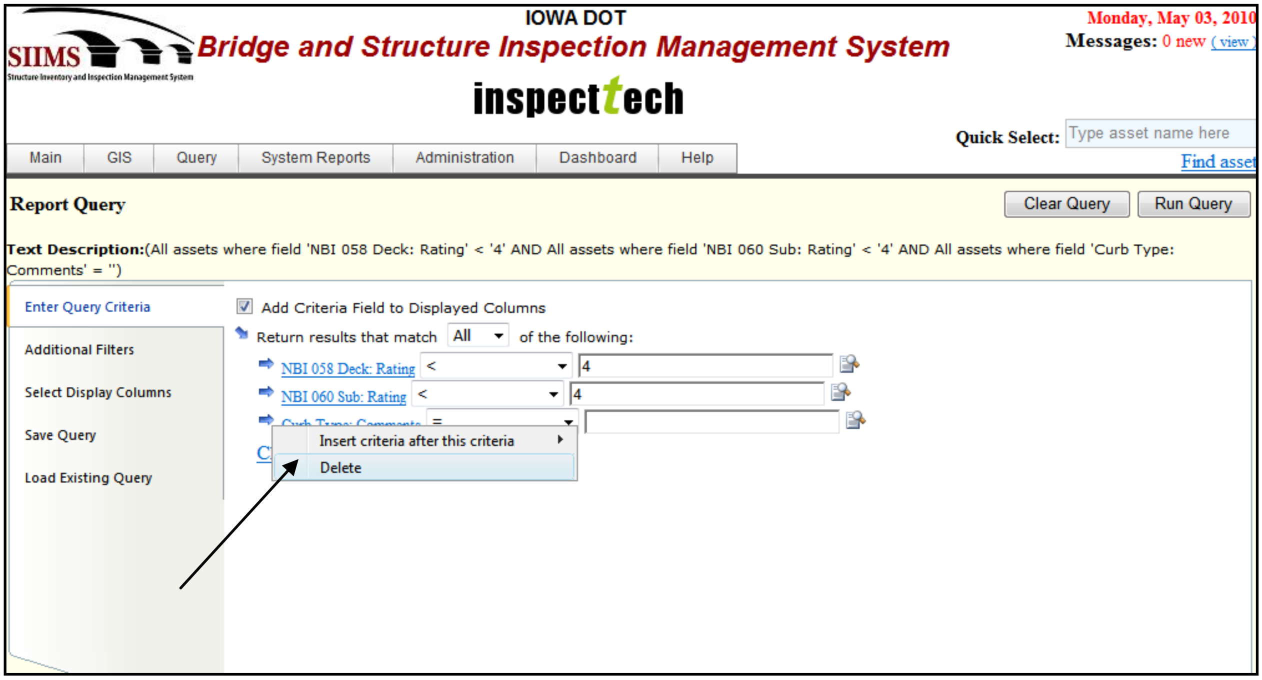
5. Note: Inserting another group of criteria is the equivalent to adding parenthesis around a criterion.

How to Delete Criteria from a Query:

1. If you have added a specific criterion to a query and do not need it any longer you can simply delete it without having to start a new query.

2. Click on the blue arrow next to the criteria and choose the “Delete” option.

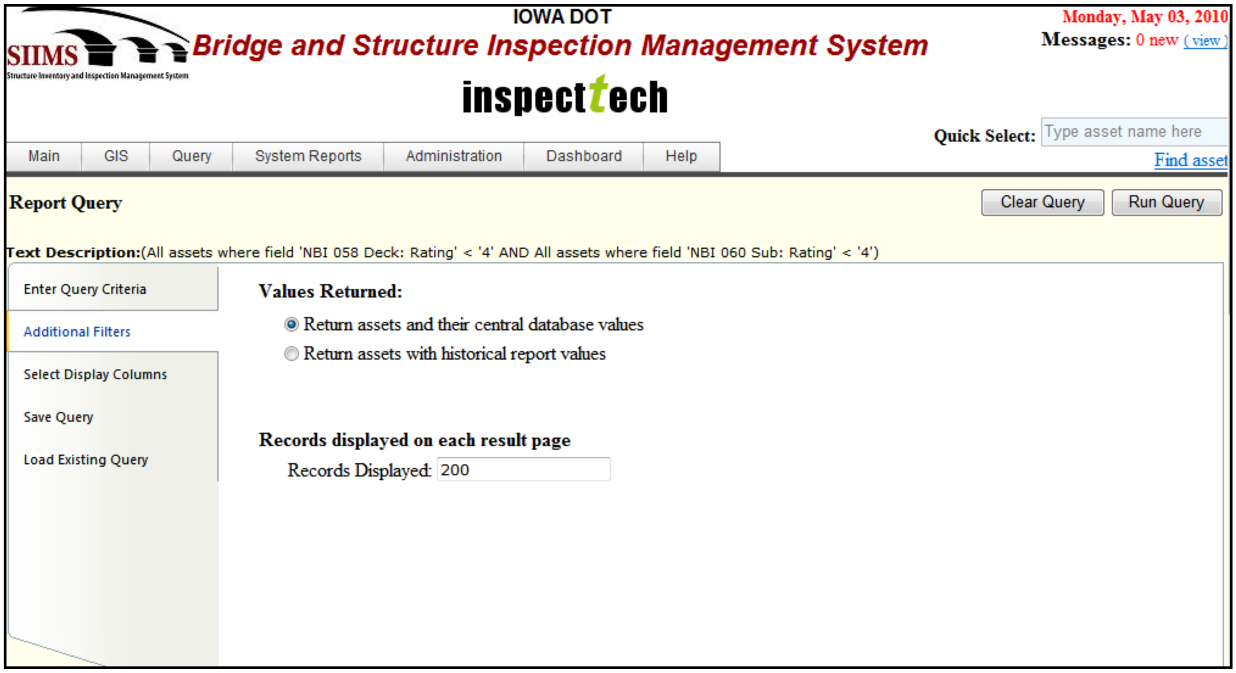
➢ Screenshot of how to delete a specific criterion:



Adding Additional Filters to the Report Query:

1. The query report not only allows you to enter specific criteria, but it also allows you to add filters to the report.
2. To add a filter to the report query, scroll down the left hand side of the page and click on the "Additional Filters" tab. This will open up another screen and will display all the filters you can place on the query report.
3. There are two filters which can be applied to this query. The first filter is whether to return the assets with their central database values (the most recent values) or their historical report values. Note: The default setting for this one is central database values. The second filter is how many records displayed on each result page, the default setting is 200.

   - Here is a screenshot displaying the "Additional Filters" page.



Select Display Columns for the Query Report:

1. The Query function allows users to choose which fields are displayed as columns in the report.

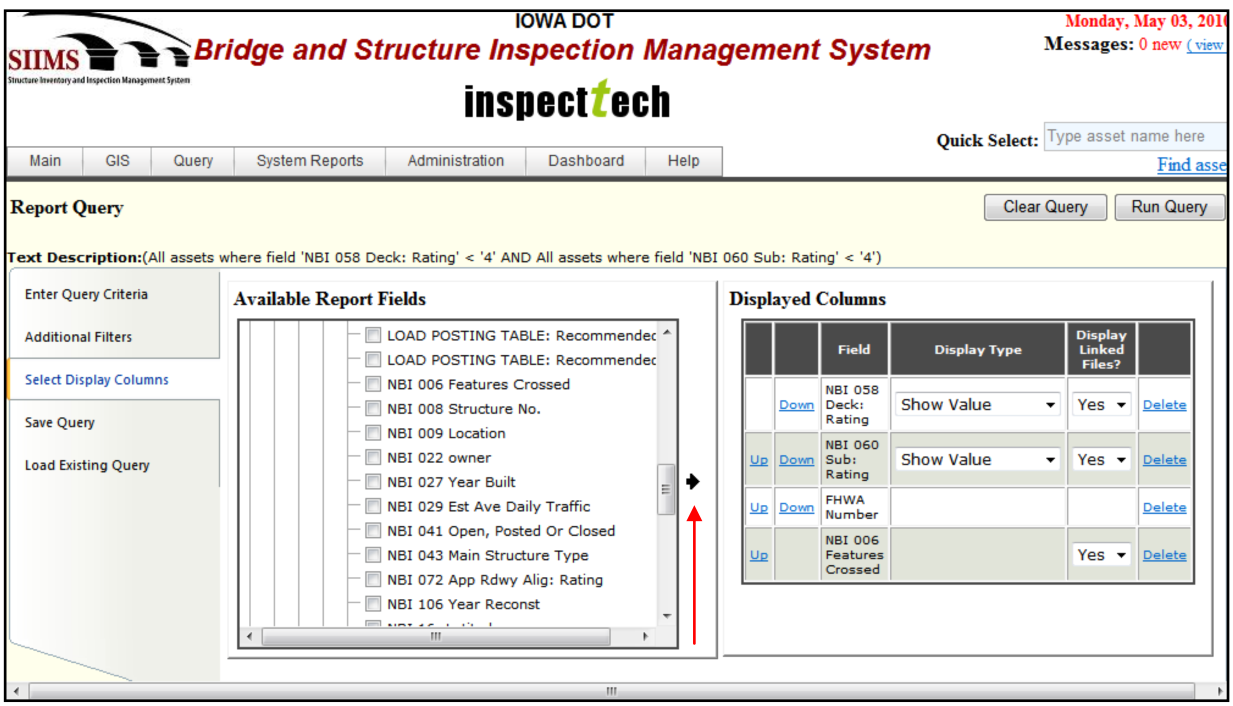
   ➢ Note: Those fields used as part of the query are automatically added as displayed columns.

2. To edit or add fields which you want included in your query report begin by clicking on the “Select Display Columns” tab on the left side of the main query page. This will generate a new page with all the fields that can be added to the report in a drill down search under the section called “Available Report Fields”.

3. Locate the fields you want included in the report by clicking on the check box to the left of the field. This will place a checkmark in the box and will allow you to continue navigating to other fields. This will also allow you to add all the new fields at the same time.

4. Once you have selected all the fields you want in the report click on the small black arrow in between the two sections. This will transfer over the fields you have selected and will add those fields to the displayed column in the report generated.

5. On the right side of the page there is a section called “Displayed Columns”. These are the fields which are predefined to appear in the report. Notice how you can rearrange these fields by clicking the “Up” / ”Down” button. For some fields you can change the display of the field to either “Show Value” or “Show Comment” Also, you can click the “Delete” button to remove that field from the report.



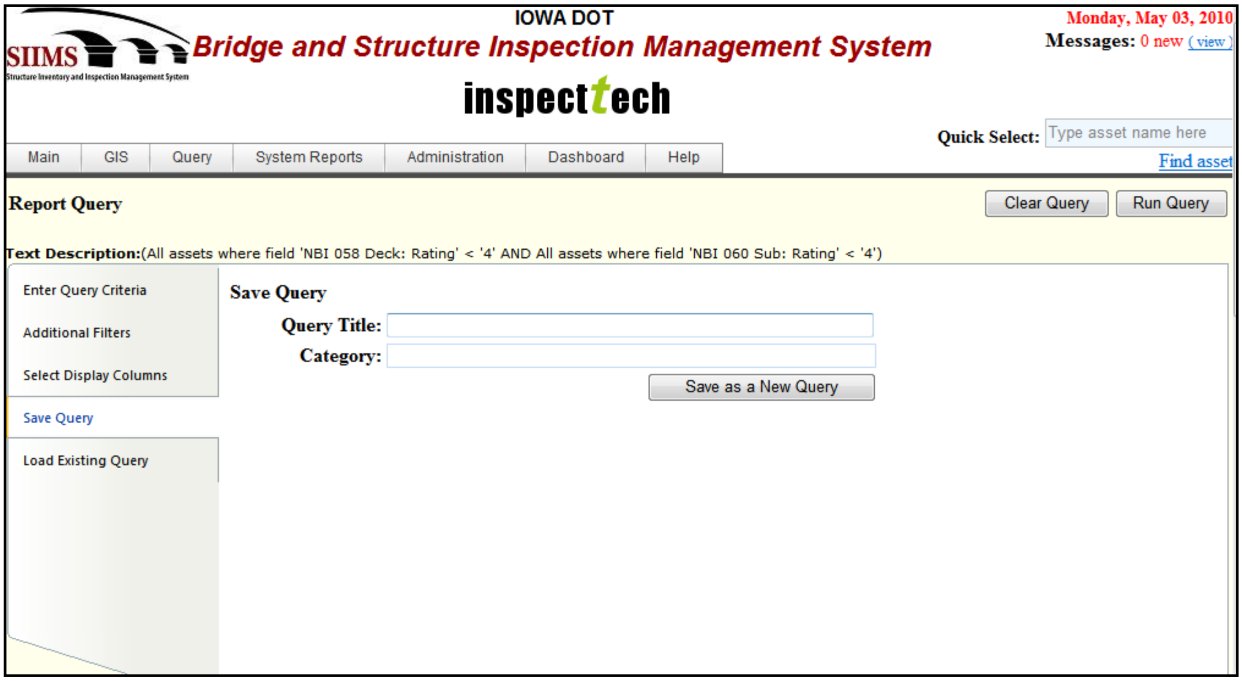
➢ This is a screenshot of the “Select Display Columns” tab. For this example we also wanted the FHWA number and features crossed added to the report.

How to Save a Query:

1. Many times a query generated will need to be used again in the future. For that purpose you are able to save a query to eliminate the hassle of setting it up over and over.

2. To save a query you should have it built first. All parameters must be defined, filters added, and the display columns must also be selected exactly how you want them. Then click on the "Save Query" tab along the left side of the page. This will open up a new page where you will save the query.

   ➢ Here is a screenshot of what the page should look like.



3. In order for the query to be saved you must give it a title. Furthermore, you have the option of selecting a category from the drop down which the query most closely falls under, but this is not mandatory for saving purposes. You may also save a query which has been uploaded and edited. When you click the "Save Query" tab you will be given a choice to save it as a new query or to save the changes made to the existing query.

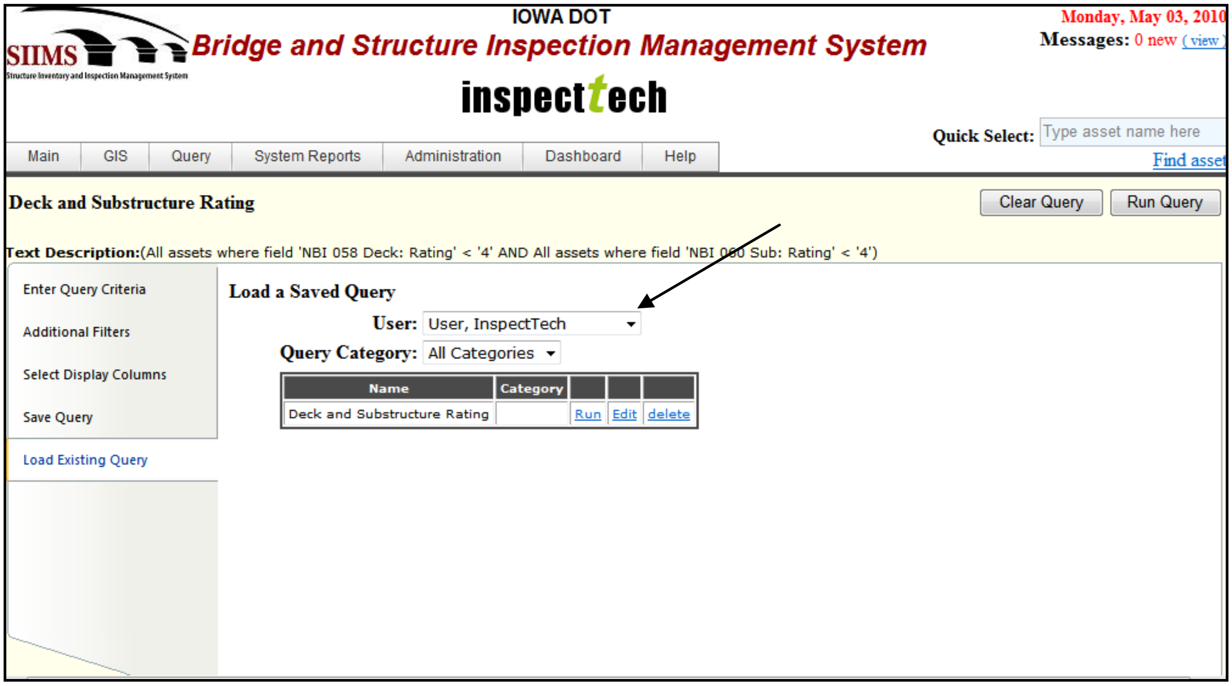
4. Click the "Save as New Query" button.

How to Load an Existing Query:

1. As mentioned before the save query function is a useful tool when you have queries that may need to be used more than once. This is the process of how to load those saved queries in order to run them.

2. Begin by clicking on the "Load Existing Query" tab on the left hand side of the page. At first you will be able to view every query that was saved and has been made public, because the default tabs will be "All Users" and "All Categories". However, you will be able to filter the queries by selecting either a user or a specific category. For example, if you wanted to find a query you saved just change the user to yourself and then it will display only the queries which you have saved.

   - Here is an example of what the page should look like when the user is changed to InspectTech. Now only the saved queries saved when InspectTech was logged in are available to view. You can either "run", "edit" or "delete" any one of these queries.



3. If you make any changes to the query or add new information you must save it again. When you go to the Save Query tab there will be a section displaying the query title and will have an option to "Save Query Changes". Click that to save the updated query.

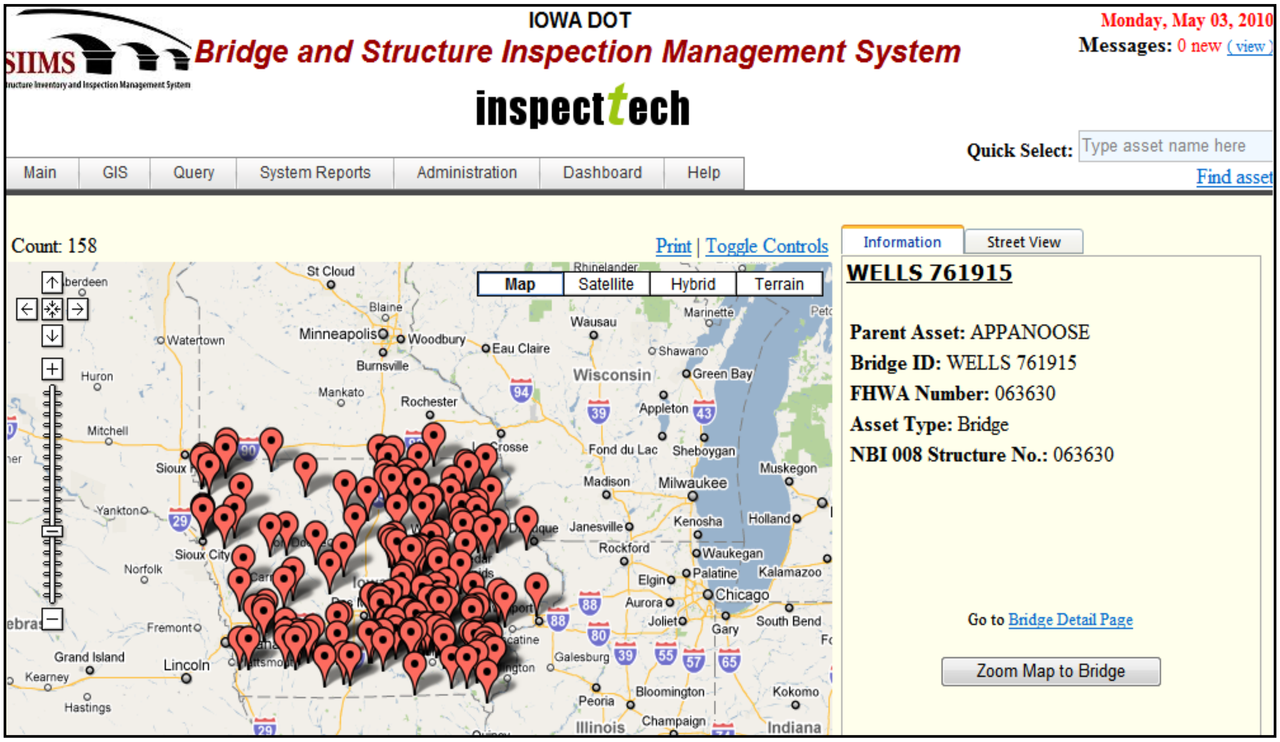
How to Show Queried Assets on a Map:

1. After the query returns the results there are several options for viewing the output. One of the options is viewing the returned assets on the GIS map.

2. To show the queried assets on a map start by scrolling to the bottom of the page where the query results are located. Find the option called "Show Assets on a Map" and click on it. This will open a new internet tab and will take you to InspectTech's GIS Map feature.

3. From here you can zoom in and out of the map to view where all the returned assets are located.

   - Here is an example of what the queried assets shown on a map should look like. Note: This is the same exact feature as the GIS, but the assets are only those which were returned by the query. Note: Only those assets with entered coordinates will be shown on the map. There was a total of158 bridges across the state returned during this query.



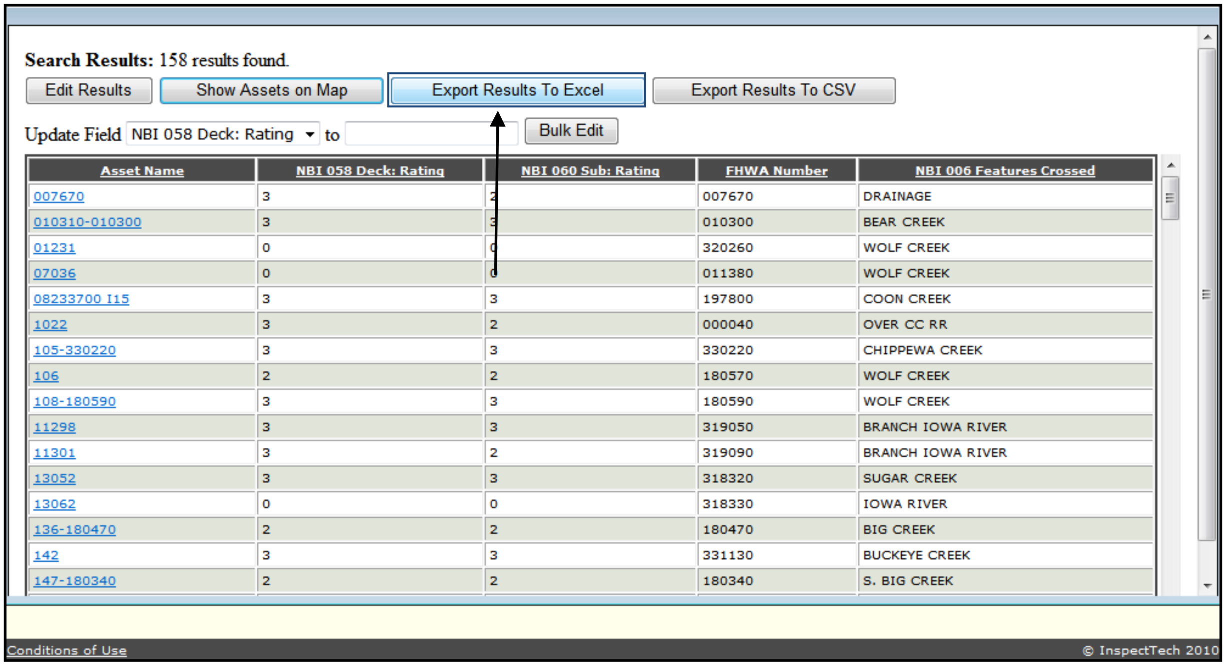
How to Export Query Results to Excel:

1. Another option for the query results is exporting the report into an excel file. This is very useful because you are able to manipulate the data any way you like and make the report look according to your preference.

2. Begin by scrolling down to the bottom of the page where the query results can be found. Find the option called, "Export Results to Excel" and click on it. This will automatically generate an excel file with all the assets pulled from the query.

3. From here you can save the excel file and arrange/format the data any way you want.

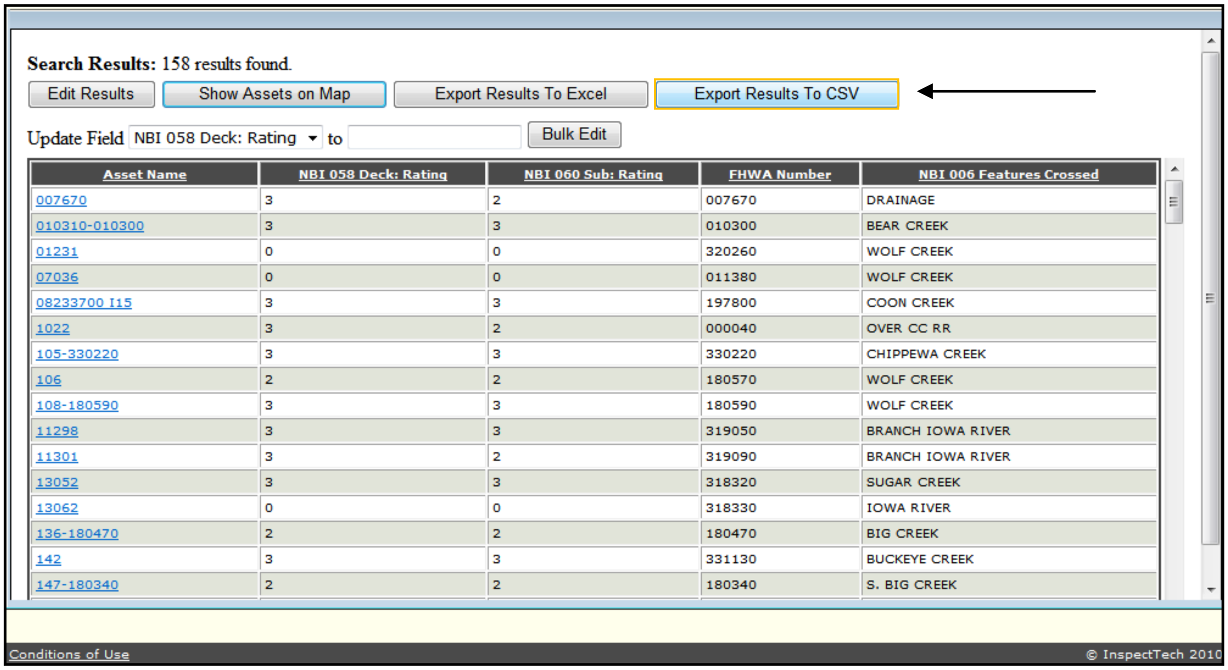
   - Here is a screenshot of where you can find the "Export Results to Excel" button.



How to Export Results to CSV:

1. The third option is exporting the query results to CSV. This is a common format supported by many applications.

2. In order to export the results to a Comma Separated Value file, scroll to the bottom of the page where the returned results are located, and click on the button labeled “Export Results to CSV”.



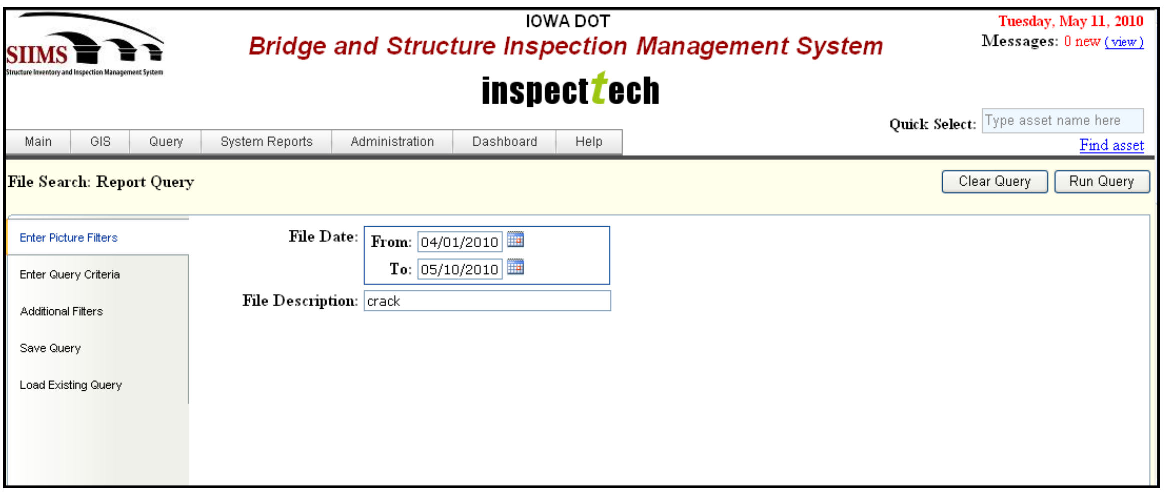
Asset Name	NBI 058 Deck: Rating	NBI 060 Sub: Rating	FHWA Number	NBI 006 Features Crossed
007670	3	2	007670	DRAINAGE
010310-010300	3	3	010300	BEAR CREEK
01231	0	0	320260	WOLF CREEK
07036	0	0	011380	WOLF CREEK
08233700 I15	3	3	197800	COON CREEK
1022	3	2	000040	OVER CC RR
105-330220	3	3	330220	CHIPPEWA CREEK
106	2	2	180570	WOLF CREEK
108-180590	3	3	180590	WOLF CREEK
11298	3	3	319050	BRANCH IOWA RIVER
11301	3	2	319090	BRANCH IOWA RIVER
13052	3	3	318320	SUGAR CREEK
13062	0	0	318330	IOWA RIVER
136-180470	2	2	180470	BIG CREEK
142	3	3	331130	BUCKEYE CREEK
147-180340	2	2	180340	S. BIG CREEK

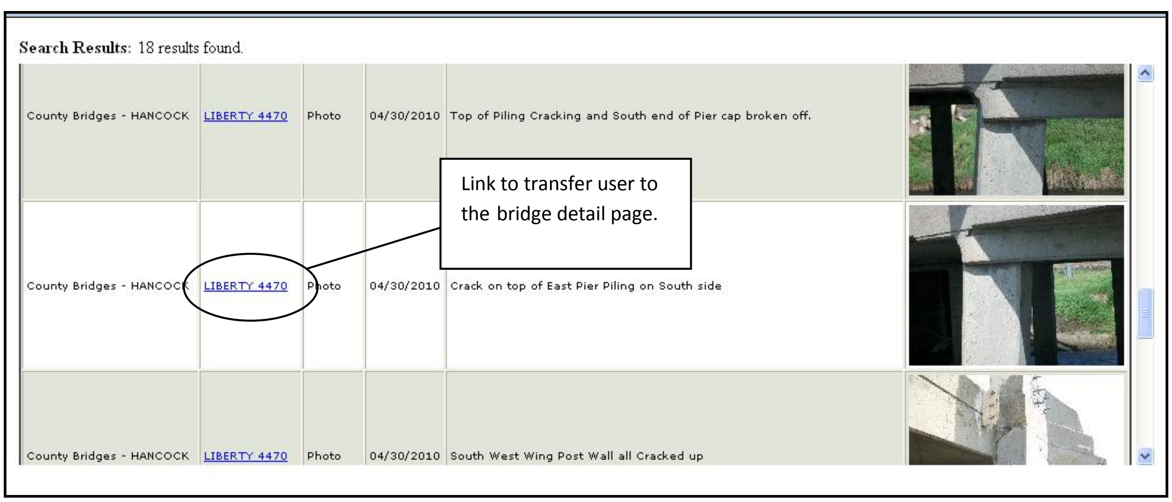
How to Use the Picture Search:

The picture search is a new feature in version 5.1 which enables users to search through every photo in the software by date and/or file description. This can be useful a variety of ways as the query only returns assets and their pictures which meet the description and criteria entered. The user can save the query and upload it again for future use as well as click on the link in the results to be directed to the bridge detail page.

1. Start by selecting the "Query" tab on the navigation menu and then choose "Picture Search". The picture search will look similar to a basic query, as the tabs on the left are the same. Choose the dates to filter the pictures appropriately, and if necessary, add a file description. Enter any criteria or additional filters to the search and then click "Run Query". The results will generate at the bottom of the page. Note: The default setting is 50 pictures per page, so there may be more than 1 page.

   - For example, suppose a user wanted to find all pictures in the software which contained the word "crack" in the file description from April 1, 2010 to May 10th, 2010. Here is a screenshot showing what the picture search looks like as well as an example of the results generated.



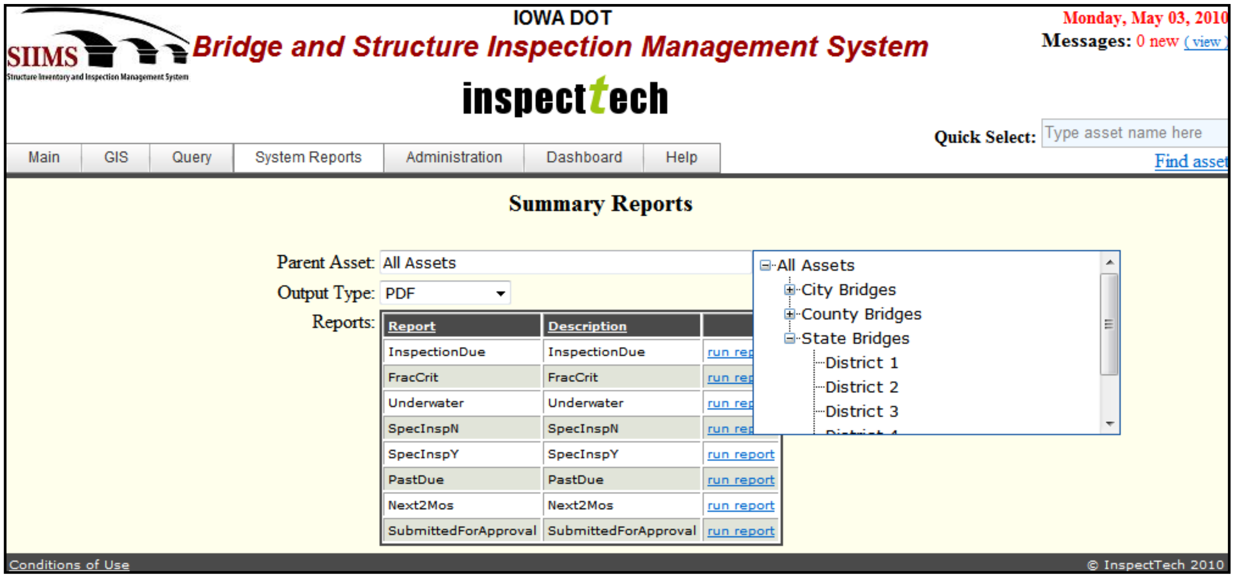


How to Run a Summary Report:

1. Start by clicking on the "System Reports" tab along the navigation menu.

2. A list of summary reports will upload and will be available to run. These are predefined reports which are specific to Iowa counties, cities and districts. There are 8 total reports available including; Inspection Due, Fracture Critical, Underwater, Special Inspection, Past Due, Next Two months, and Submitted for Approval reports.

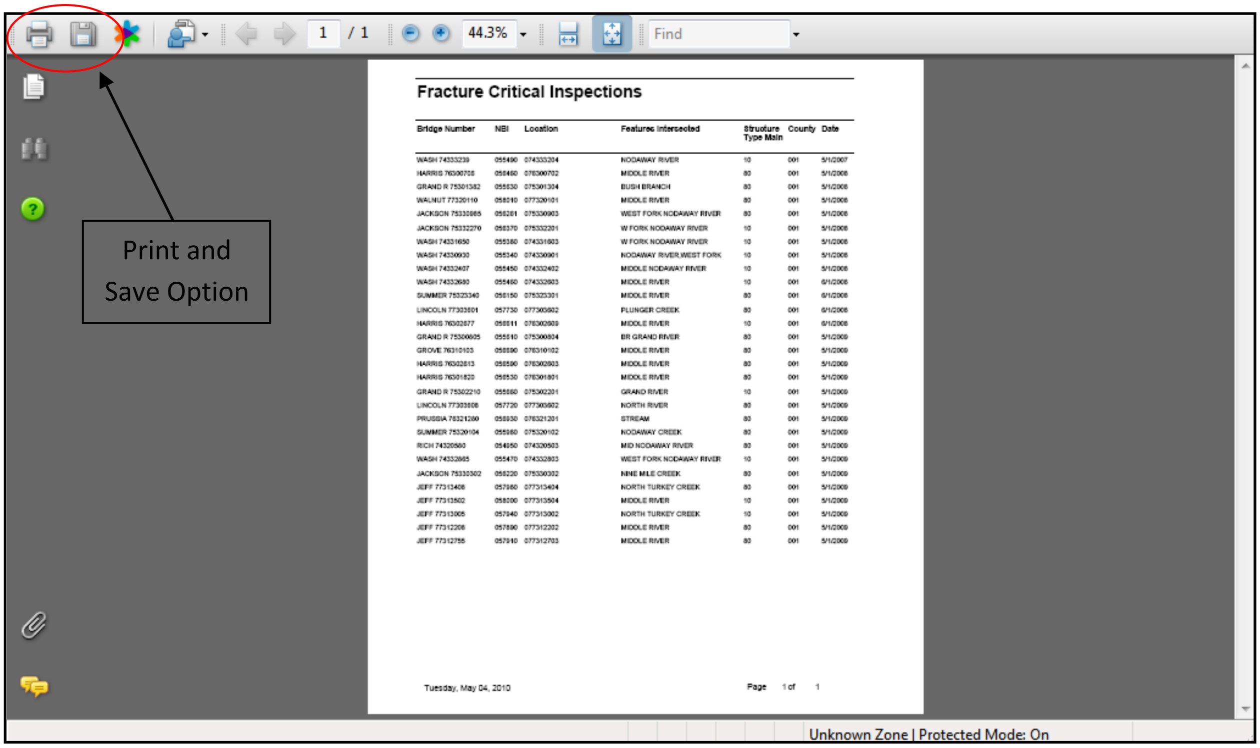
3. Results of the reports can be narrowed by parent asset, which is demonstrated in the screenshot. For this example, we will run a Facture Critical report for Adair County. Also, the output type is changeable. PDF is the default setting; however, it can be changed to spreadsheet or HTML.



4. Choose Adair County from the tree search and click run report next to "Fracture Critical". A new page will upload and the report will be generated in a PDF format. From here the user can view, print or save the report.

   - Note: There may be a pop up blocker which prevents the report from generating. If this occurs please refer to the last page of the manual to view the directions on how to change your security settings.

   - Below is a screenshot of a fracture critical report for Adair County in PDF format.

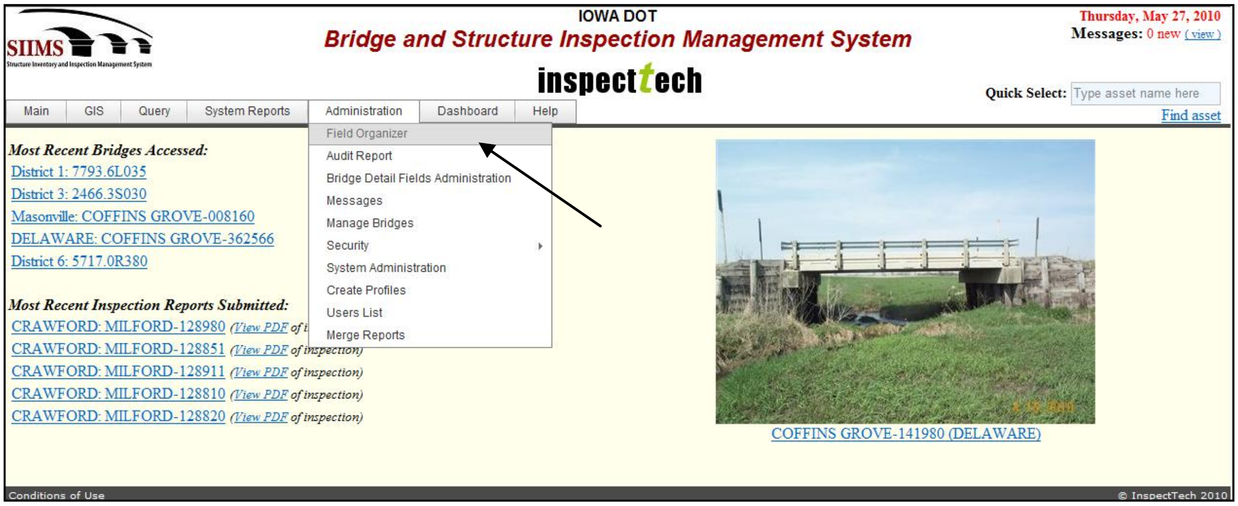

Print and
Save Option
1 / 1
44.3%
Find
Fracture Critical Inspections
Bridge Number
NBI
Location
Features Intersected
Structure Type Main
County
Date
Tuesday, May 04, 2010
Page 1 of 1
Unknown Zone | Protected Mode: On

How to Use the Field Organizer:

1. Field Groups are a useful way to organize similar or commonly used fields that may be located on different forms in a single, easy to find area.

2. When conducting a query, there are a few different ways to find the field/fields you need. One of those ways is by the "Field Group". The "Field Organizer" is the tool used to create and organize those fields into groupings.

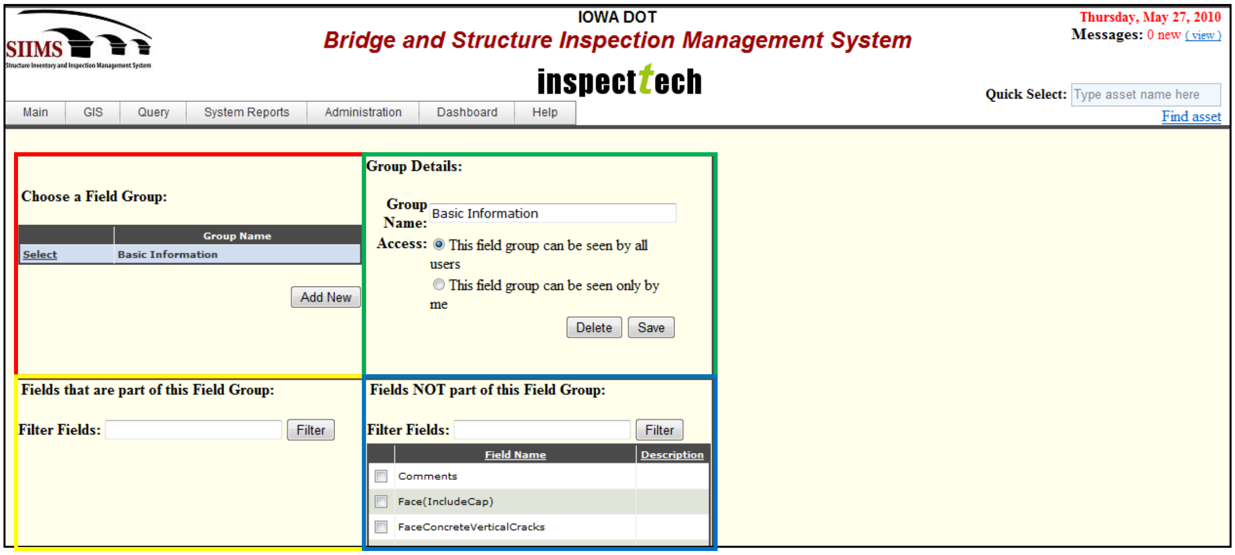
3. To get to the "Field Organizer" start by going to the "Administration" tab on the main bar tab. Scroll down and click on "Field Organizer". Here is a screenshot displaying this process:



4. From here you will notice four distinct sections; "Choose a Field Group", "Group Details", "Fields that are part of this "Field Group", and "Fields NOT part of this Field Group". These sections are used to manage the "Field Groups" which appear in the queries.

5. The first section is "Choose a Field Group". This is a listing of all the field groups which currently exist in the system. You are able to add a new field group by clicking on the "Add Field Group" button at the bottom of the section. This section also allows you to select the field group, which uploads the appropriate data into the other 3 sections. This allows the user to view the details about the group or make the necessary changes.

   - Here is a screenshot of what the "Choose a Field Group" section looks like. It is highlighted in red. For this example, the field group of "Above Deck" has been chosen. In the other 3 sections on the page, the data for the group "Above Deck" will appear.



6. The next section is directly to the right of the first section. It is the ""Group Details" section and is highlighted in green in the above screenshot.   This section displays the "Group Name" and gives the manager the option to assign the "Access Level" of the field group to either be seen by all users or to be private and only seen by the creator.   **Note: You must click either "Save" or "Delete" for the change to work.**

7. The third section is called "Fields that *Are* Part of this Field Group" and is highlighted yellow in the screenshot. This section will display the "Field   Name" (left side) as well as the "Field Description" (right side) of all the fields that are part of that particular group you chose in the first section. The purpose of this section is to have the ability to view all the fields that are found in this group as well as have the ability to remove fields that you no longer want as part of that group.

8. Notice in the screenshot below that there is a filter option that allows the user to easily locate a field they wish to remove. Simply type in the field number and click the "Filter" button to go directly to that field. The filter option is most useful for groups with large numbers of fields.

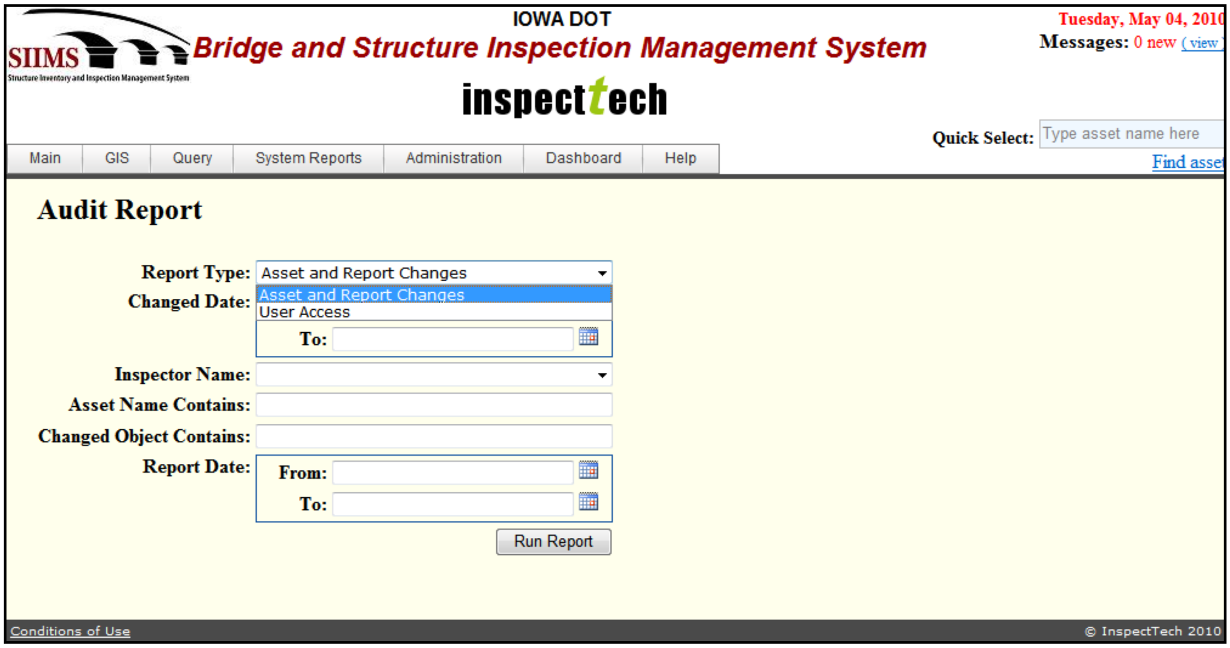
9. Locate the field/fields you want to remove from the 'Field Group" and click on the check box to the left of the "Field Name". After all the fields you want removed are selected, click on the "Remove Selected Fields" button at the bottom of the section.

10. The last section of the "Field Organizer" is the "Fields *NOT* Part of this Field Group" and is highlighted in blue. This section displays all the existing fields that are not part of the "Field Group". The purpose of this section is to give managers the ability to add certain fields to the group. These fields are displayed on numerous pages and the manager is able to use the filter option to quickly find the appropriate field/fields to add to the group. As you can see from the screenshot, there is the option to "Select All" or "Deselect All" fields. When you have selected all the fields you want add, click on the "Add Selected Fields" button.

How to Run an Audit Report:

1. Start by going to the "Administration" tab on the navigation bar. Scroll down and click on "Audit Report". The "Audit Report" provides two distinct types of audits reports for managers. One is "Asset and Report Changes" and the second type of report is "User Access".

   - This is a screenshot of what the "Audit Report" page looks like with the available choices. Go to the "Report Type" drop down and select between the two options. Note: The setup of this page depends on the report type chosen. The setup in this screenshot is for the "Asset and Report Changes".



2. The "Asset and Report Changes" generates a report that tracks all changes between defined dates, on any asset and its reports. A manager can additionally run an audit report specifically by inspector to see what they have changed on a report and when the change was made. If any field is left blank then it is not used to limit results. The user can also limit the report to certain assets and/or based on only certain objects/fields being changed. In addition, the user can run a report which does not specify an inspector, asset, or specific field, but looks at all changes made over a certain time period.

   - Here is an example of an audit report that was generated to show all changes made on every asset between April 26th and April 28th 2010 by all users. Note: This is only one page of the entire report. The report shows the inspector's name, the location of the change, the type of change, the object that was changed, the exact date, the old value, the new value, the bridge's ID, the FHWA number, the date the report was created and the date of the inspection.

Inspector Name	Change Location	Change Type	Changed Object	Changed Date	Old Value	New Value	Bridge ID	FHWA Number	Report Create Date	Inspection Date
Goodman, Betty	online	Value Changed	Consulting Firm:	4/28/2010 5:01:15 PM		CALHOUN-BURNS	MASSENA #134	097990	04/28/2010	04/28/2010
Goodman, Betty	online	Value Changed	Est. Remaining Life	4/28/2010 5:00:54 PM		3	MASSENA #134	097990	04/28/2010	04/28/2010
Goodman, Betty	online	Value Changed	Fracture Critical	4/28/2010 5:00:48 PM		True	MASSENA #134	097990	04/28/2010	04/28/2010
Goodman, Betty	online	Value Changed	NBI 093A Fracture Critical Detail: Date	4/28/2010 4:58:26 PM	3/01/2008	04/20/2010	MASSENA #134	097990	04/28/2010	04/28/2010
Goodman, Betty	online	Value Changed	Inspection Date	4/28/2010 4:58:09 PM	03/01/2008	04/20/2010	MASSENA #134	097990	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Consulting Firm Name	4/28/2010 4:57:35 PM	2	5	GALVA 132	187281	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Signing: Object Markers: Visibility	4/28/2010 4:56:52 PM		Good	GALVA 132	187281	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Signing: Object Markers: Legibility	4/28/2010 4:56:50 PM		Good	GALVA 132	187281	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Consulting Firm:	4/28/2010 4:56:49 PM		Calhoun-Burns & Assoc.	GALVA 132	187281	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Est. Remaining Life	4/28/2010 4:56:44 PM		40	GALVA 132	187281	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Inspection Date	4/28/2010 4:56:06 PM	03/01/2008	03/23/2010	GALVA 132	187281	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Consulting Firm Name	4/28/2010 4:52:20 PM	2	5	GALVA 137	187335	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Signing: Object Markers: Visibility	4/28/2010 4:51:34 PM		Good	GALVA 137	187335	04/28/2010	04/28/2010
Dailey, Beth	online	Value Changed	Signing: Object Markers: Legibility	4/28/2010 4:51:32 PM		Good	GALVA 137	187335	04/28/2010	04/28/2010

3. The "User Access" audit report generates a report that shows user's name, any login or logoff actions, and the exact time of their login. This report can be run to report for a single inspector/individual or it can be run to report on all activity done between a certain dates. Here is an example of a report generated to see all activity between April 26th and April 28th 2010. Note: This is only one page of the report and the rest of the data can be viewed using the numbers at the bottom to navigate between pages.

IOWA DOT
SIIMS Structure Inventory and Inspection Management System
Bridge and Structure Inspection Management System
inspecttech
Tuesday, May 04, 2010
Messages: 0 new (view)
Quick Select: Type asset name here
Find asset

Main | GIS | Query | System Reports | Administration | Dashboard | Help

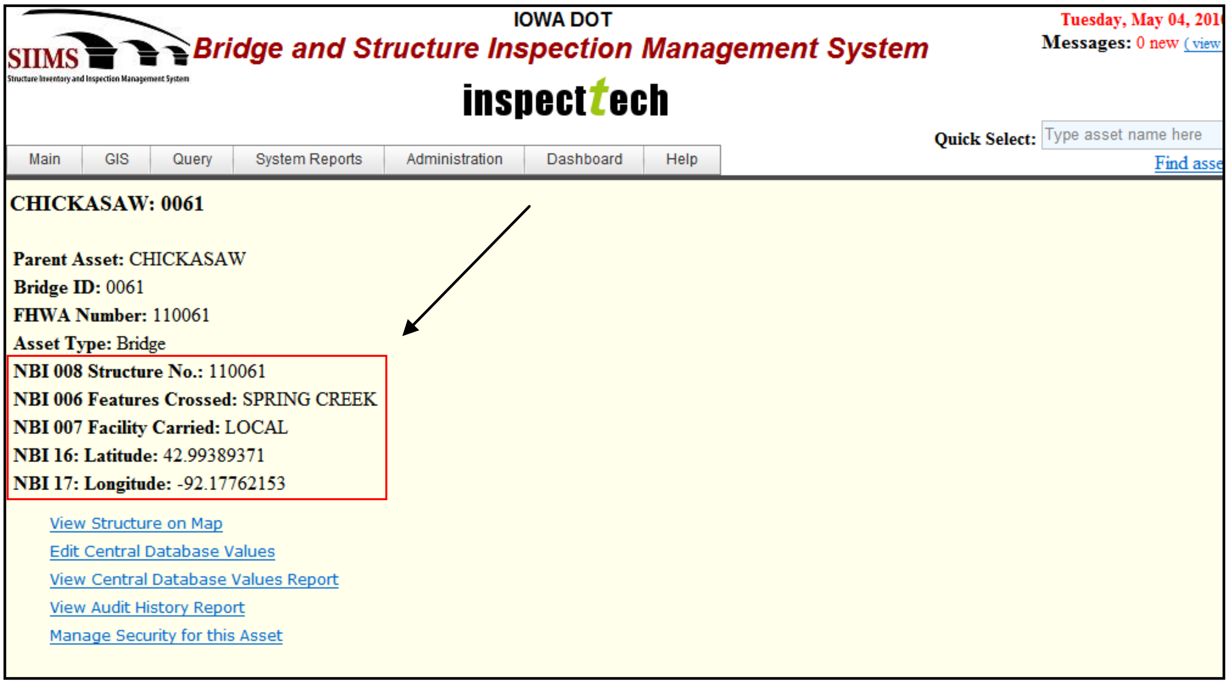
Audit Report

Report Type: User Access
Changed Date: **From:** 04/26/2010 **To:** 04/28/2010
Inspector Name:
Run Report

Inspector Name	Change Location	Login Date
User, InspectTech	online	4/28/2010 4:14:43 PM
Dailey, Beth	online	4/28/2010 4:10:42 PM
Pleinis, Craig	online	4/28/2010 4:10:06 PM
Goodman, Betty	online	4/28/2010 3:42:55 PM
Lilienthal, Vic	online	4/28/2010 3:12:54 PM
Dailey, Beth	online	4/28/2010 3:10:32 PM
User, InspectTech	online	4/28/2010 2:58:46 PM

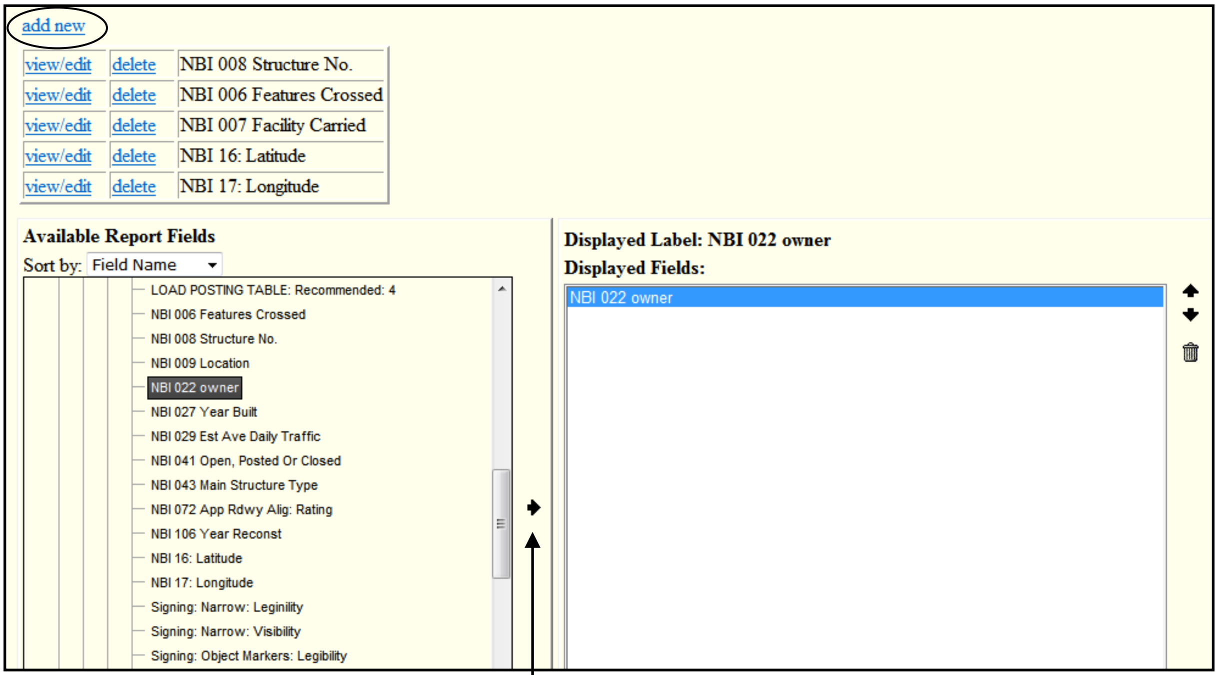
Bridge Detail Fields Administration:

1. "Bridge Detail Fields" are found in several different locations throughout the manager and collector software, specifically when a user selects and click on an asset. For example, when you select a bridge from the "Most Recent Bridges Accessed" list it takes you to that asset's detail page where these fields are visible. Another location is the GIS map. The fields found here are controlled by the "Bridge Detail Fields Administration" and can be edited to display any field the user wants. For example: The textbox in the screenshot below contains the NBI 008 Structure No. Field, Features Crossed, Facility Carried, Latitude and Longitude. These are just several of the many fields which can be added to the bridge detail fields list.



2. To access the Bridge Detail Field Administration page, select the "Administration" tab. Once the page is opened you will have to choose the structure type. Each asset type has specific detail fields which will generate when that asset type is selected. To start, choose the asset type from the drop down box. Here is a screenshot showing what the page looks like when you select a bridge for the asset type.

   - Notice: All the current detail fields that are assigned to the asset type bridge are shown towards the top of the page, directly under the asset type drop down box. To the left of these fields, highlighted in blue, are "view/edit" and "delete" options. This is where a user can remove or edit a detail field from the list. Also, there is an "add new" option right above the displayed fields. If a user would like to add an additional detail field they can do so by clicking on this text.



Arrow which transfers the selected field to the “Displayed Fields” section.

3. When the user clicks “Add New”, a new section will appear in the bottom area which lists the “Available Report Fields” as well as the “Displayed Fields”. “Available Report Fields” are all fields which are not already a detail field. For this example, suppose a user wanted to add the owner of the bridge to the detail fields list. To do this he/she would go to the “Available Report Fields” section and begin by choosing a method of sorting the fields, then using the tree search the user will find the field they wish to add to the details page.

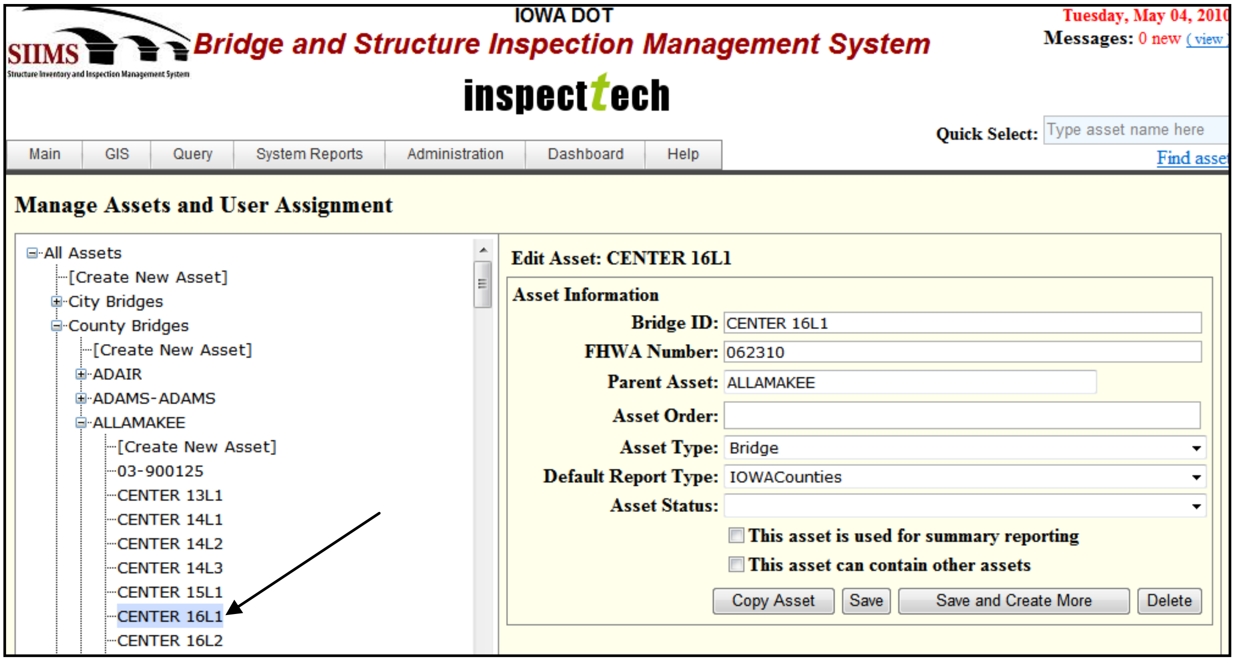
4. Next the user will select the field, which highlights it blue, and click on the black arrow to transfer that field to the “Displayed Fields” section to the right. Here is a screenshot showing this process. Once the field/fields the user wants are transferred to the “Displayed Fields” section, then click “Save”. Now the new field/fields will appear as a bridge detail field whenever you click on any bridge within the system.

How to Edit an Existing Bridge:

1. An important administrative task is the ability to edit a bridge within the system. A qualified user may log into the software and edit the asset's information, such as its name, code, type of structure, its type of report required, and the status of the structure.

2. To edit an asset start by clicking on the "Manage Assets" under the Administrative tab. Next, choose the asset you wish to edit from the tree search on the left. Next, click on the asset name so its information will generate on the right side of the screen.

   - Here is a screenshot of what the page should look at this point in the process.



3. Now, enter the information that you need to edit in the first section and click "Save" or "Save and Create More" if you need to edit more assets.

   - **Important Note: Some information, such as Bridge Number or Name may additionally be saved on an inspection form, thus requiring the data to be changed on the form as well.**

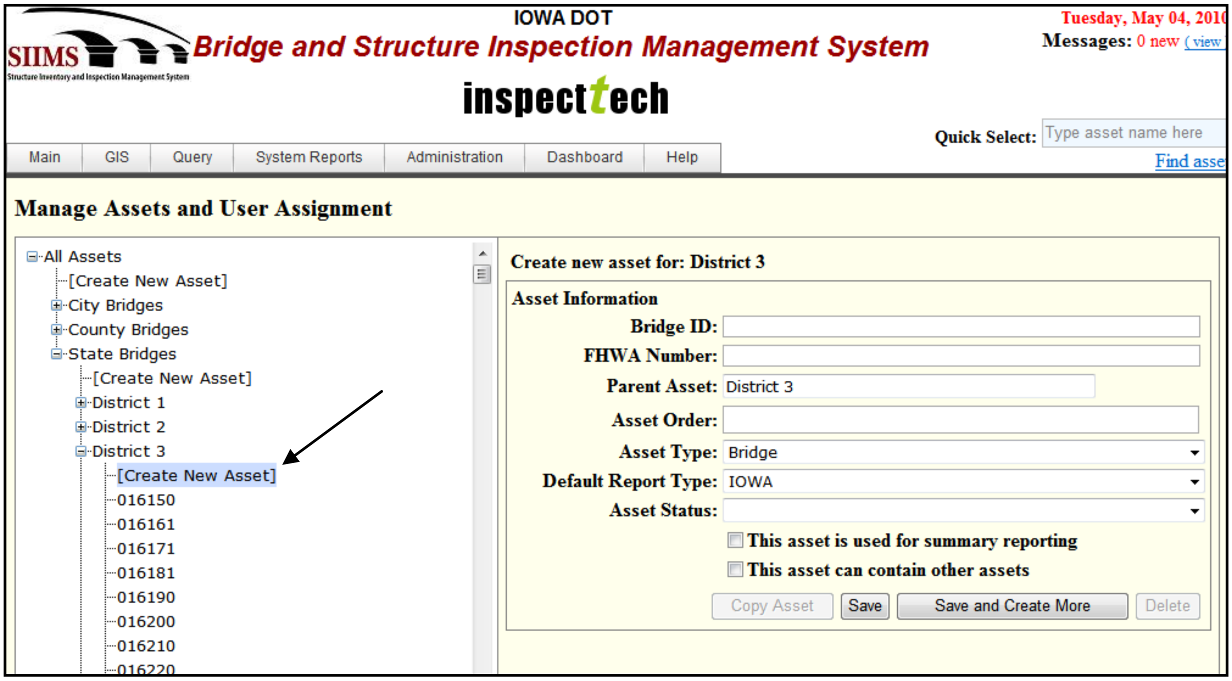
How to Create a New Asset:

1. SIIMS Manager gives management the ability to create a new asset as well. First, the user who is creating a new asset must have qualified permissions and be able to log into the Manager software.

2. To create new assets go to the "Administrative" tab and select "Manage Assets" from the drop down box. This will open up a page called "Manage Assets and User Assignment". From there choose the City, County or District where the asset is located.

3. Next click on the [Create New Asset] which is the first option under each city, county or district. This will open an area on the right side of the page where you will enter the data to create the new asset.

This is an example of how to create a new asset in District 3.

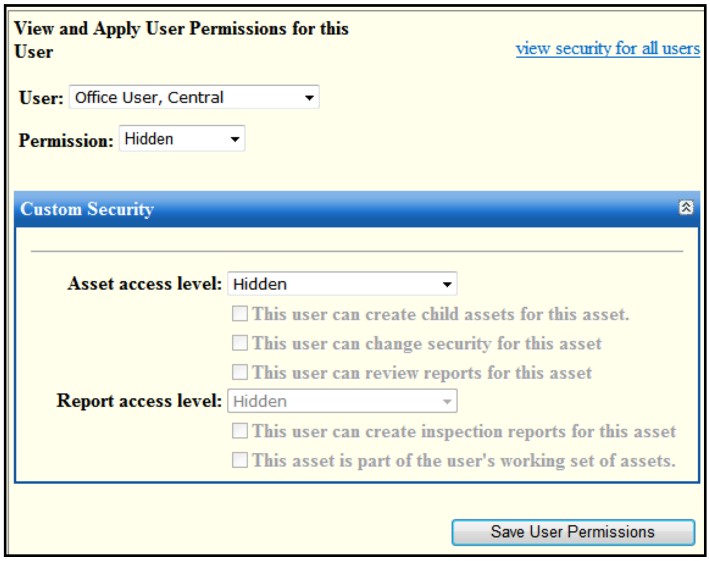


4. Now go through and fill out the necessary information, starting with "Asset Name" and don't forget the checkboxes at the bottom which may apply to some assets. In general, bridges should not have these checked, but these could possibly be used for new subgroups of bridges. Click the "Save" button when you are finished or click the "Save and Create More" button if you still have more assets to create.

How to View and Apply Permissions by User:

1. SIIMS Manager 5.1 enables a qualified user to set permissions for other individuals in the software. Unlike assigning permissions by role, this limits the permissions to that person only, not the entire group.

2. Start by selecting the “Manage Assets” link under the “Administrative” tab. Find the asset that you want to assign the permissions too and a click on it. Scroll down and find the section on the right called “View and Apply User Permissions”. This is what this section should look like:



3. In the drop down box labeled “User”, select the individual you want to set the permissions for. As you can see from the screenshot, you can also control the type of access level they have on the asset and on the report. Use the drop down boxes to find the correct access level (full control, read only or hidden) and also the checkboxes to define what the user can and can’t do.

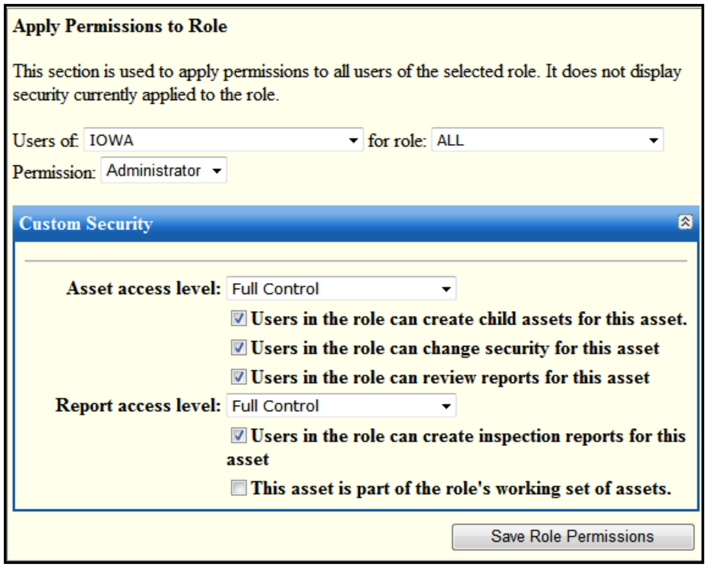
4. Click “Save User Permissions” to finish.

   - Note: Permissions can be set at the individual bridge level or for an entire group of bridges. By clicking on a parent asset, such as the City, County, or District and checking the “Apply Permissions to all Child Assets” checkbox, any changes made will also be done to all assets that fall beneath the parent.

How to Apply Permissions by Role:

1. Giving permissions to an entire group of users can be done easily and quickly.

2. Begin the same way as applying permissions by "User", except find the section called "Apply Permission to Role" instead. This section is just below the "View and Apply User Permissions" section. This is what your screen should look like:



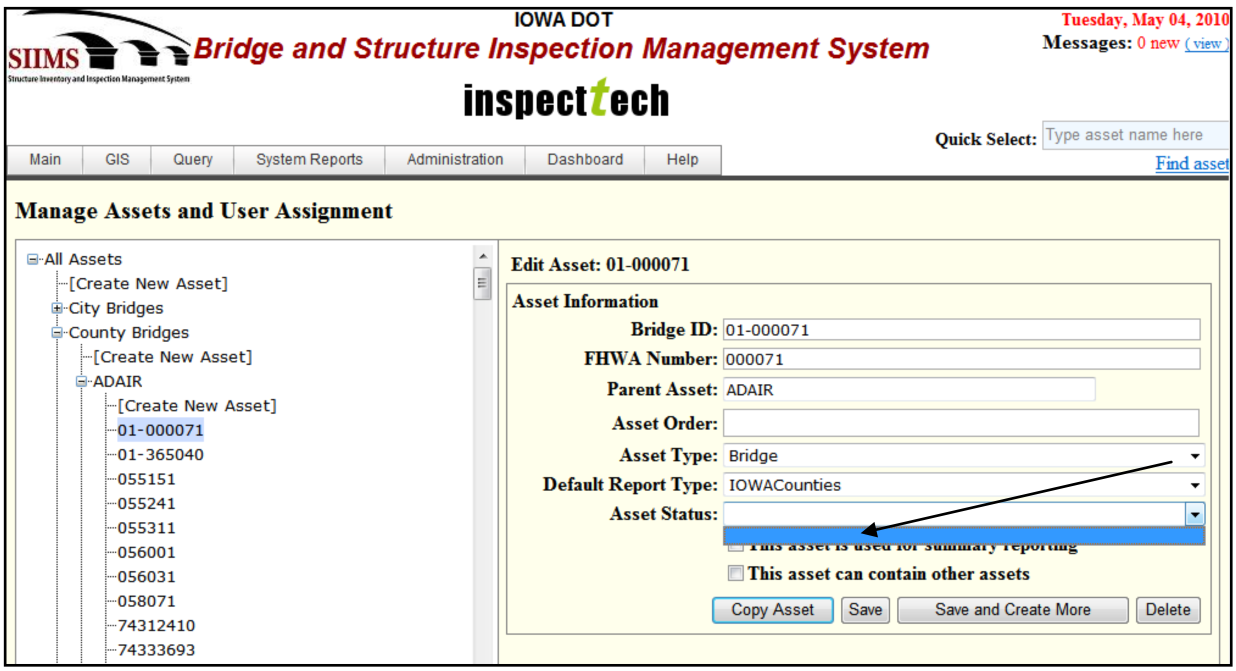
3. Start with the "Users of" drop box and find the grouping of people that will receive the permissions. If you wish to give all Cities, Counties and Districts the same permissions select "Apply to all Profiles". To the right of the "User of" drop box is the "Role" drop box. Select the role within that specific group that you wish the permissions to apply. Now choose the type of access levels for the role using the checkboxes.

4. Click "Save Role Permissions" to save and finish.

How to Archive a Bridge:

1. Archiving a bridge is different from deleting a bridge in that it saves all of the information pertaining to the bridge for future access, but excludes it from reporting and searching within the software.
2. To archive a bridge select the “Administration” tab from the navigation menu and click on the “Manage Assets” sub tab. Then select the location of the asset using the tree search on the left hand side of the page and click on the correct asset.
3. The right hand side of the page will generate with the asset’s information. Go to the “Edit Asset” section and choose the “Asset Status” drop down box. Click on this drop down and choose “Archive” from the options available.
4. Click “Save”.

- Here is an example demonstrating how to “archive” a bridge.

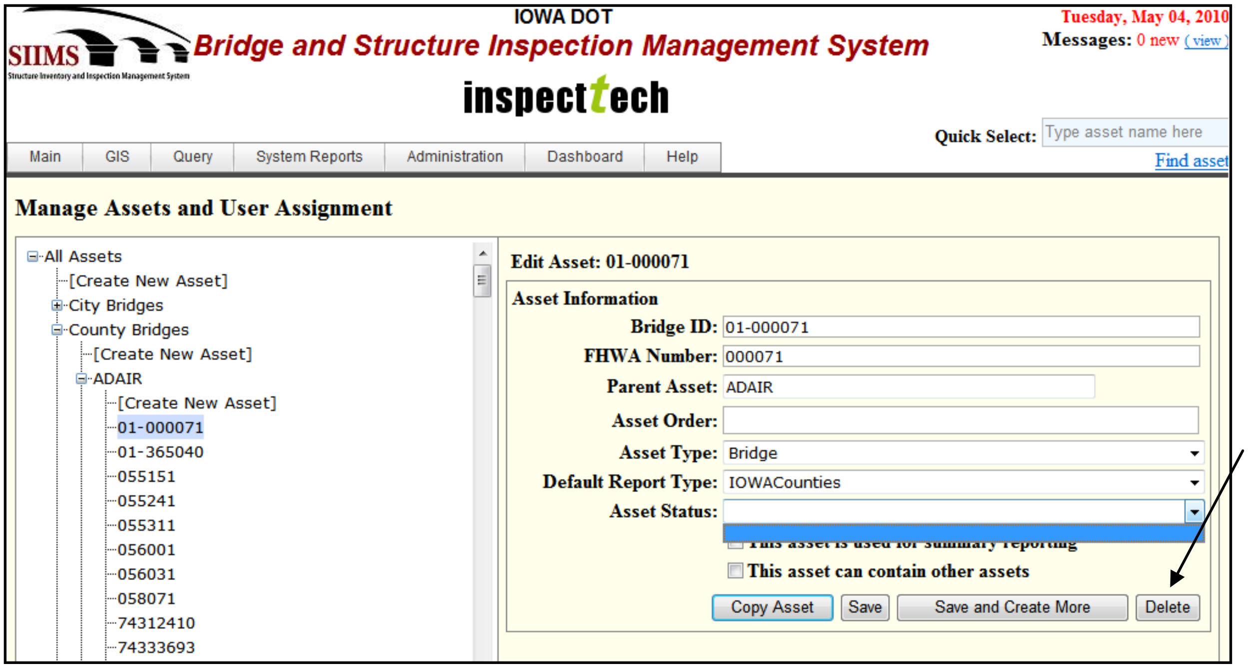


How to Delete a Bridge:

1. Archiving a bridge will remove the bridge from the active list while keeping the historical records; however, deleting a bridge will totally remove the bridge from the software, including the historical records. **Note: There is no "Undo!" Once you delete the bridge it is permanently deleted.**

2. Go to the main menu and place your cursor over the "Administration" tab. Locate and click on the "Manage Bridges" sub tab. Now, select the location of the bridge using the tree on the left hand side and click on the bridge you wish to delete.

3. Click the "Delete" button in the bottom right hand corner.



How to Add a New User to SIIMS 5.1:

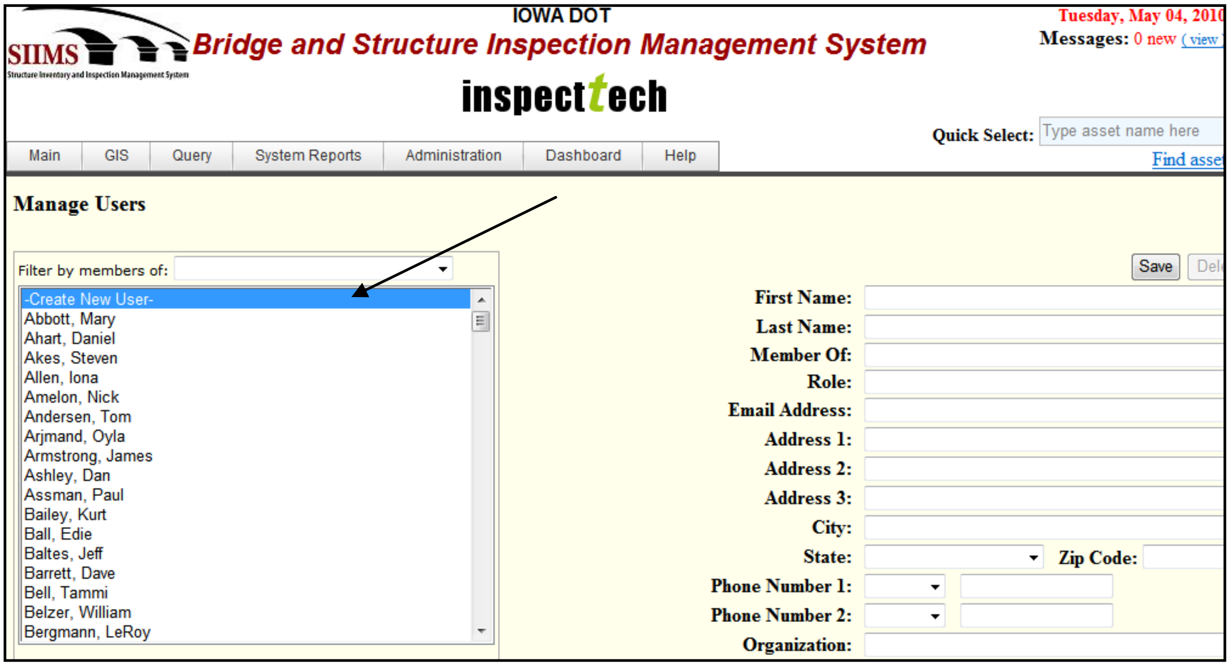
1. Begin by going to the "Administration" tab. From the list that appears choose "Security", then "Create and Edit Users". This will open a new page called"Manage Users". From here you will be able to add a new user to the system.

   - Note: This new account is strictly for users logging directly onto the software and who are bypassing Iowa's A&A login.

2. Start filling in the new user's information. Note: The user being created will be able to change their password at a later time. You can select the user's "Role" from the drop down box. Also, you may check the box next to "Copy asset permissions from another user" to choose the account whose permissions are the exact same as the new user's. This will save time assigning permissions one by one.

4. Remember to click "Save".

   - Here is a screenshot of this process:



   - Note: The username is automatically created by the system. It creates the username as the person's first initial and last name. In the event of two similar user names such as, Joe Smith and John Smith, the usernames are automatically incremented. (i.e. jsmith2)

How to Edit/Delete a User's Account:

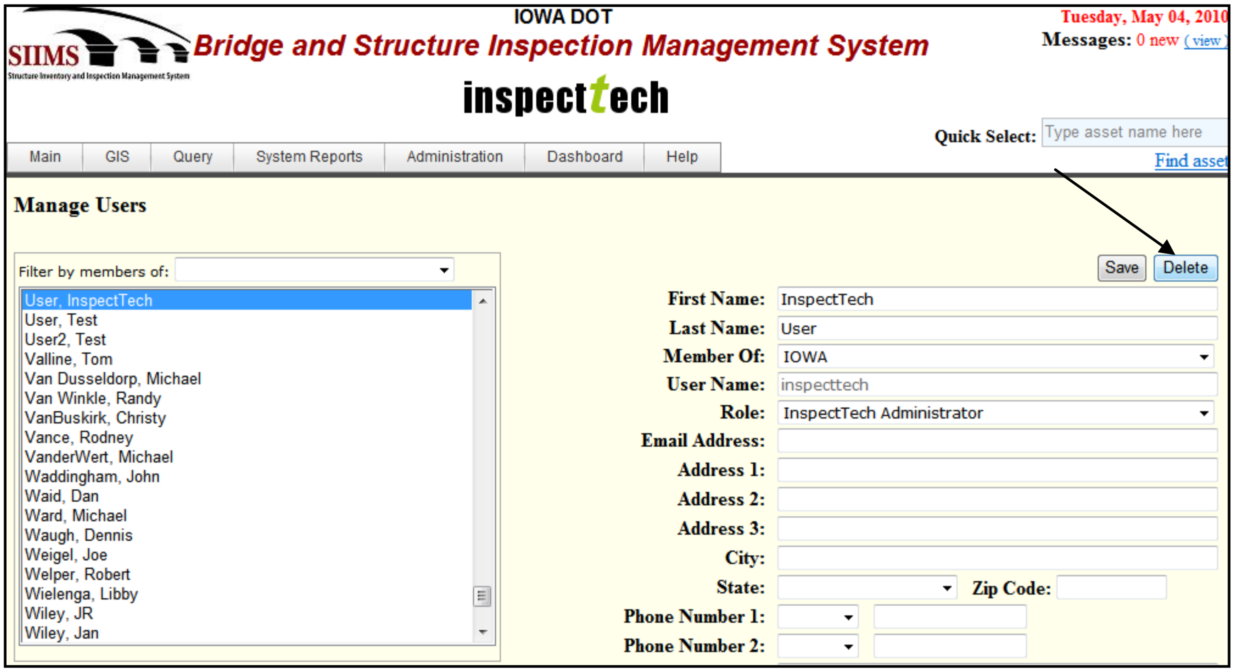
1. Begin by going to the "Administration" tab. From the list that appears select "Security", then "Create and Edit Users".

2. This will open up a new page called "Manager Users" and this is where you can edit or delete users from the SIIMS software.

3. Select the "User" that you wish to edit from the list on the right. Then make any of the necessary changes to that user's settings. Don't forget to click "Save".

4. If deleting a user, select the name from the list and click the "Delete" button on the right side of the page.

   - Here is a screenshot showing how to edit or delete a user's account.

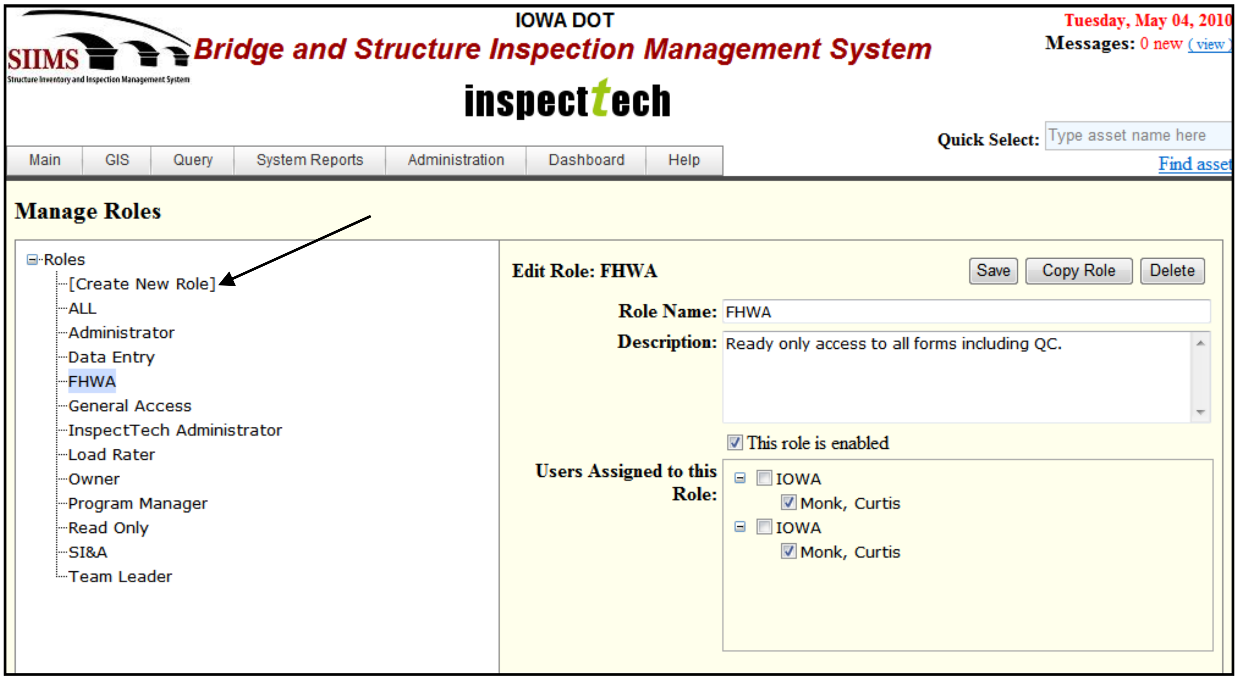


How to Manage Roles (Edit Existing/Create New):

1. Begin by selecting the "Administration" tab and clicking on "Security". After that choose the "Manage Roles" option which will give authorized users the ability to edit the current roles and also create new roles.

2. The "Manage Roles" page will contain a tree search on the left side which has all the current roles within the organization. There will also be a "Create New Role" option. Click on either an existing role or create new role and begin editing/typing in new information in the area to the right

   - This is an example of how to edit the role of FHWA. Please Note: The "Create New Role" link is identified in the screenshot with an arrow.



4. Notice you are able to edit the "Role Name", its description and the users assigned to this role. Also, you have the ability to "Copy Role", which will make a copy of the role and its permissions. This can be useful when you want to create a new role that is very similar to an existing one.

   - When creating a new role you are entering all information in except for the "Users Assigned to this Role". You must save the role first, then go to each user and individually assign them to this new role under "User Management".

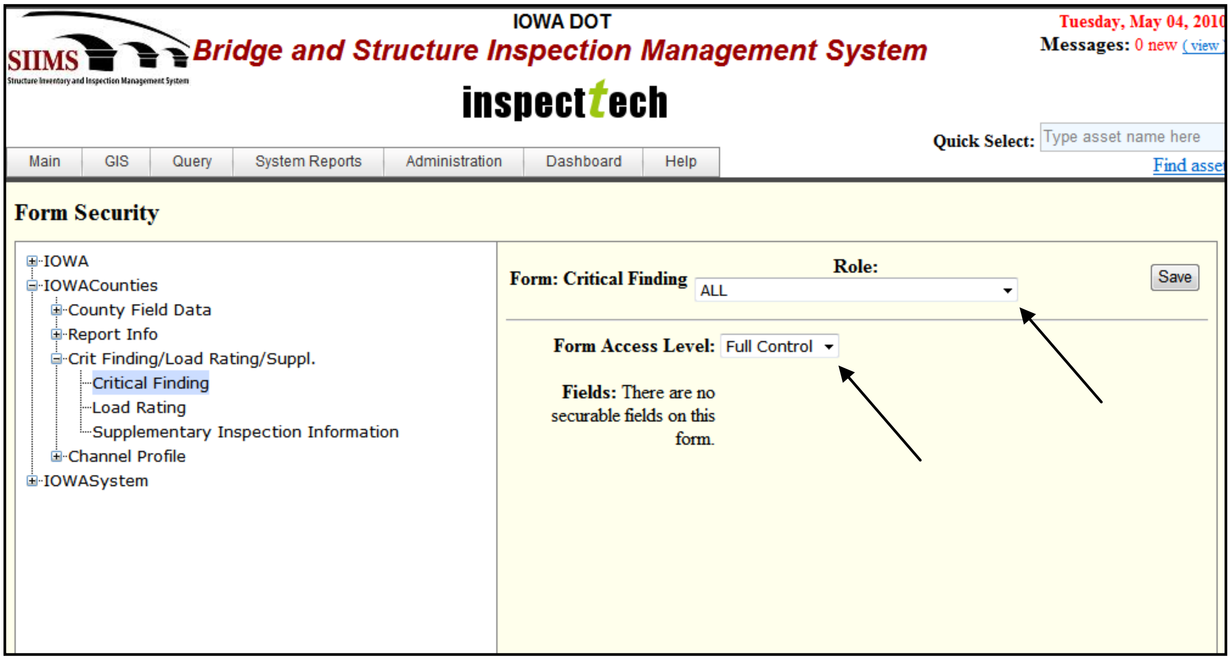
5. Remember to click "Save" when you are finished editing or entering a new role.

Forms Security:

1. Select the “Administration” tab then the “Security Tab”. Select the “Forms Security” option from the available list. This will open a new page.

2. Next, use the tree search to locate the exact “form”. Once you find the correct form double click on it to open the form details page in the area to the right of the tree search.

   - Here is a screenshot of this process:



3. Each role has a certain access level to a particular form. For example, the above screenshot shows everyone’s access level as “Full Control” for the Critical Findings form. You are able to change the access level for each particular role by each form.

   - For example, if you wanted the role “Inspector” to only have “Read Only” access to this form you would change the “Form Access Level” to “Read Only” by using the drop down.

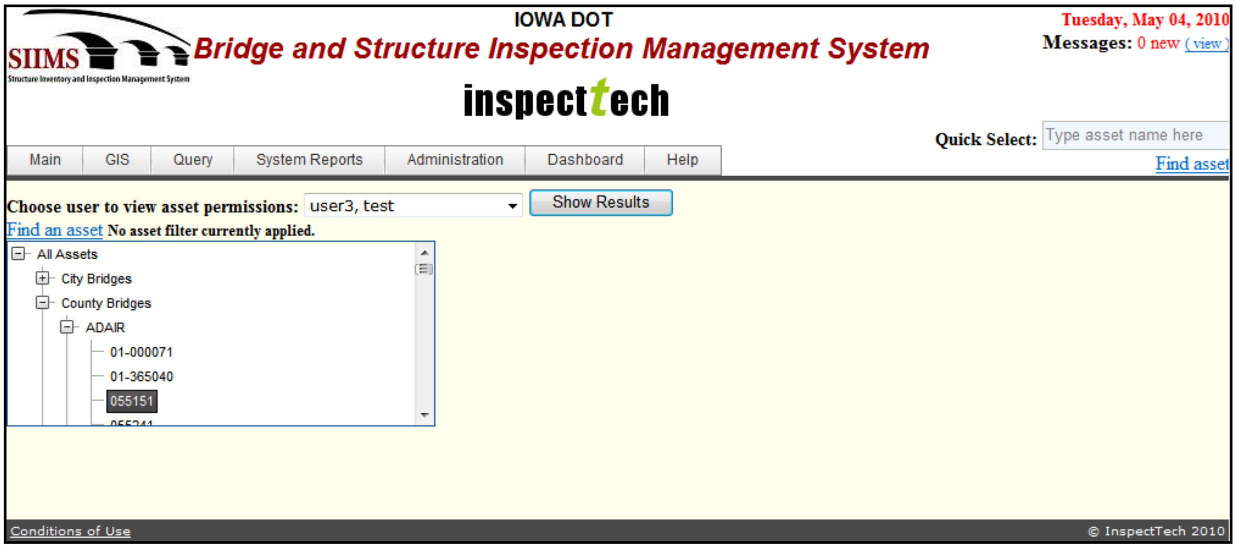
4. Click “Save” when you are finished.

How to View Asset Permissions by User:

1. Start by selecting the "Administration" tab. Choose "Security" from the list and click on "View User Asset Security".

    ➢ These include the ability to see a specific user's permissions across multiple assets or viewing a single asset and seeing the permissions for all the users on that asset.

2. Begin by either using the drop down to select a user or the tree search to choose the correct asset you want to view. For this example we will search for a particular bridge and view all users associated with it.



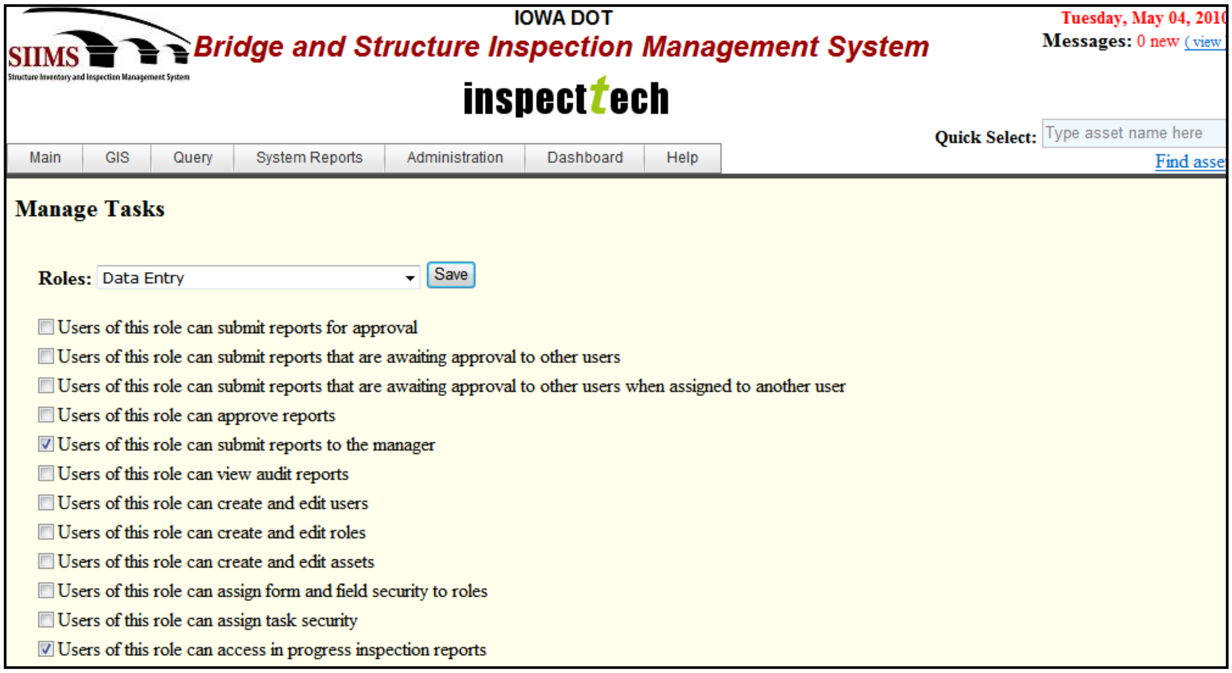
3. After selecting the bridge click "Show Results" to see all users' permissions associated with this bridge. The user also has the option of choosing a specific person from the drop down box to view only their permissions for this bridge.

User Name	Asset Name	Parent Asset Name	Asset Access Level	Create Child Assets	Change Security	Review Reports	Report Access Level	Create Reports	Working Set	Edit Permissions
user3, test	BLOMINGTON M0612	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit
user3, test	RICHLAND D1735	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit
user3, test	CENTER F2610	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit
user3, test	G-4658	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit
user3, test	GRAND RIV H0820	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit
user3, test	FAYETTE Z3027	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit
user3, test	WOODLAND J2042	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit
user3, test	HIGH POINT E0058	DECATUR	Read Only	False	False	False	Full Control	True	True	Edit

How to Manage Tasks within Certain Roles:

1. A qualified user may manage what tasks any role can perform in the software. To manage tasks begin by selecting the “Administration” tab, then “Security” and finally click on “Task Security”.
2. This will open a page that will allow a qualified user to choose what tasks each role can perform or will have access to view.

   - Here is a screenshot of the Manage Tasks page. In order to give a specific role the ability to perform a task all you have to click on the checkbox or uncheck to deny access. For this example, we will observe the role of Data Entry:



3. Go to the drop down box and choose the role which you wish to manage.
4. Now, click on the checkbox next to the task in which you want that role to be able to perform. Click on the box again if you want to uncheck the box.
5. Remember to click “Save” in order to save all changes.

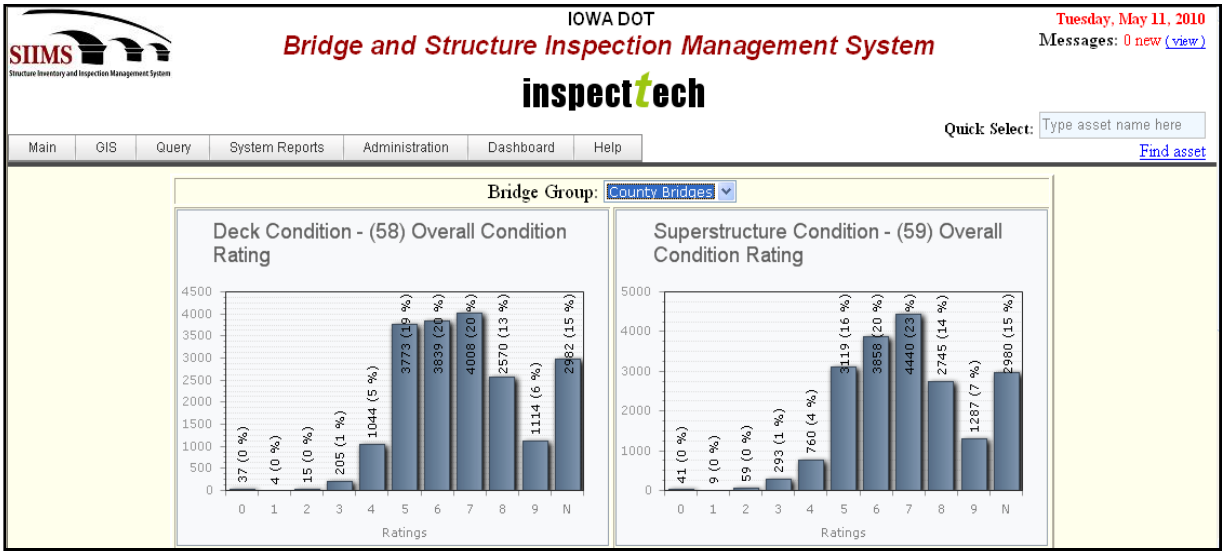
Executive Dashboard:

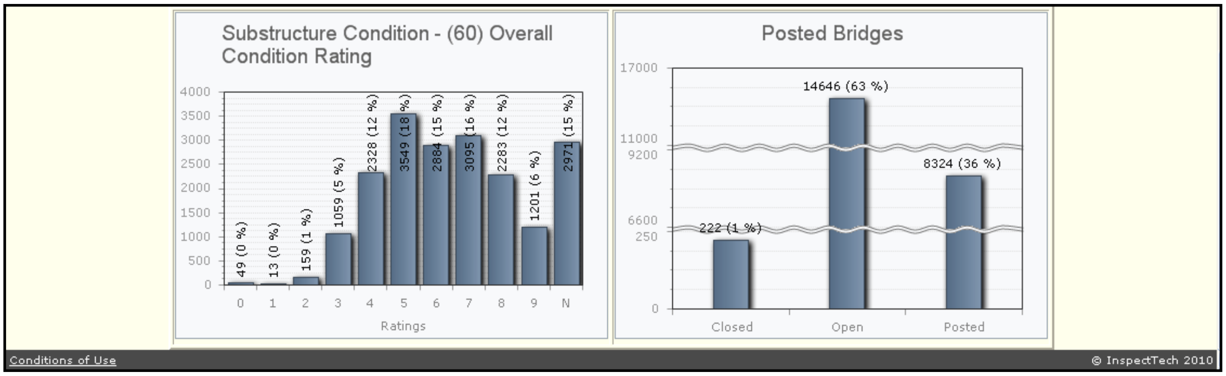
The Executive Dashboard is an excellent way to see a status overview of all city bridges, county bridges, state bridges or all assets throughout the state of Iowa. It provides users with summary information in visual graphs and charts making analyzing the data easier and more efficient. With the Dashboard, users get percentages, averages, and other critical information from the most recent data with a click of a mouse.

1. Click on the Dashboard link which is located on the navigation menu.

2. Click on the drop down next to bridge group and choose the group you want to see the dashboard to generate. The choices are “All Assets”, “City Bridges”, “County Bridges”, or “State Bridges”. After you choose you will see a loading symbol and it may take a few seconds. The summary will generate in the section below. The screenshot is the overview for all county bridges in the state.

   - The Dashboard’s output focuses on 4 major categories which helps describe the condition of the assets. These fields are deck condition, superstructure condition, substructure condition and posted bridges.





IE Security Settings:

If you are having trouble generating output into a PDF, Excel spreadsheet or HTML file then you may have to adjust your IE security settings.

1. To adjust your IE security settings begin by going to the "Tools" tab at the top of your internet browser.
2. Scroll down and select "Internet Options…" from the list of choices.
3. This will generate a pop-up window and you will need to choose the "Security" tab and select the proper zone (usually internet). Then click the "Custom Level" button.
4. Scroll down to the Downloads section and under "Automatic prompting for file downloads", select "Enable".

   - Here are some screenshot to provide guidance: